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ABSTRACT

The directory, useful to both the school counselor in providing general guidance and to the college student for investigating career choices, presents specific information about Federal careers and the agencies that employ college graduates for these positions. The first of three parts provides a look at all of the major Federal career occupations. These jobs are presented alphabetically within the following groupings: administrative management, personnel management and industrial relations, budgeting and accounting, law, investigations and inspections, business and the economy, supply and transportation management, social services, education and library science, general arts and information, biological and agricultural sciences, medical and health sciences, physical sciences, engineering and architecture, mathematics and statistics, and other specialized fields. A brief description of each job explains the nature of the work, the qualifications required of the applicant, and the career possibilities. Part 2 is a quick but comprehensive review of the Federal agencies, their missions, and the career opportunities they can offer college graduates and others of comparable ability. Part 3 is an index of job titles listed in relation to college majors. (Author/MS)

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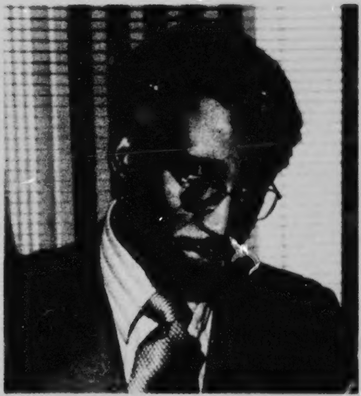
ED126263

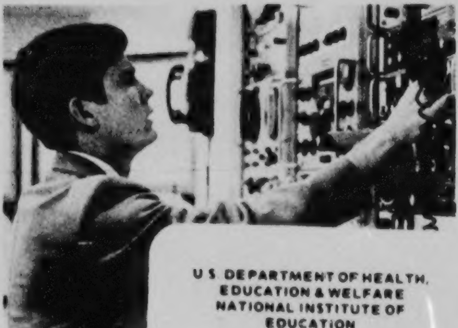
federal career directory

1976-1977

A GUIDE FOR COLLEGE STUDENTS

UNITED STATES CIVIL SERVICE COMMISSION





CE007279

U.S. DEPARTMENT OF HEALTH,
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Federal Employers and the Jobs They Offer

This directory presents specific information about Federal careers and the agencies that employ college graduates for these positions. It enables the school counselor to provide general guidance to the college student interested in working for the Federal Government. For the student, the directory is valuable as a reference for investigating the wide variety of career choices offered in today's Federal service.

The directory is divided into three parts for easy use. PART I provides a look at all of the major Federal career occupations. These jobs are presented in broadly allied groupings, and are listed alphabetically within these groupings. A brief description of each job shows the nature of the work, the qualifications required of the applicant, and the career possibilities. PART II is a quick but comprehensive look at the Federal agencies, their missions, and the career opportunities they can offer college graduates and others of comparable ability. PART III is an index of job briefs listed in relation to college majors.

Federal Job Information

Positions in the Federal career service are filled through the competitive merit system. Appointments are based on the ability to do the work as demonstrated in competition with others. The U.S. Civil Service Commission operates a network of area offices located in Federal population centers throughout the country which announce and conduct competitions. These offices maintain applicant inventories and eligibility lists and refer the best qualfied candidates to Federal agencies who are seeking new employees. These offices, also, through their Federal Job Information Centers (FJIC's), offer a one-stop information service on Federal employment opportunities, particularly in the immediate vicinity. Interested persons may receive details about some of the job openings in areas where they live, as well as in other locations nationwide. For answers to your question about Federal job opportunities, call, visit, or write the Information Center in your city.

If you are located outside the local telephone dialing area, you can dial a toll-free 800 number when one is listed for the State in which you are dialing. This is made possible by the Civil Service Commission's "Wide-Area Telephoning System" (WATS), bringing the Job Information Centers and their services as near as the telephone in even the most remote locales. Check with your College Placement Office for the addresses and WATS phone numbers of the FJIC's.

The Civil Service Commission invites you to call one of our information specialists before writing a letter or fillng out an application for a job. These trained professionals will mail you the appropriate job announcements, application forms, and pamphlets to help you through the proper procedures. A phone call can save you valuable time and unnecessary effort.

Federal Job Information Centers are open to serve you on Mondays through Fridays except on legal holidays.

Equal Opportunity

Please remember—under the Federal Civil Service Merit System, people are hired strictly on the basis of their ability to do the work. Irrelevant factors, such as race, sex, color, religion, or political affiliation, are *not* considered in the process of selecting Federal employees. Your Federal Government is the equal opportunity employer with the widest *variety* of opportunity. Take a look at this catalog of Federal jobs and see for yourself.

For sale by the Superintendent of Documents, U.S. Government Printing Office
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Stock Number 006-000-00900-0

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PART ONE

FEDERAL CAREERS FOR COLLEGE GRADUATES

Federal Career Occupations

This section of the Federal Career Directory describes some of the major career opportunities available in the many agencies of the Federal Government. The jobs listed are those for which a college degree, without additional experience, is generally qualifying and for which college training is considered to be valuable preparation. We have attempted here to provide as broad a listing as possible, but space does not permit descriptions of all occupational categories included within the Federal system. The jobs which are described are those most significant, either in terms of total numbers employed, their uniqueness, or the relative shortage of highly-qualified applicants. Some of these entries are rather narrowly confined to one area of work but, whenever possible, one description covers a general area encompassing several related positions.

The information on qualifications refers to requirements for eligibility at the entrance grade of the work. **Since this publication is intended for use primarily by students and college officials, the requirements have been stated in terms of education. Except as noted, however, experience which has provided equivalent background knowledge, or a satisfactory combination of education and experience, will be accepted in lieu of the educational requirements.** A year or more of graduate study or specialized experience may qualify for entry at higher levels. Exceptions to the usual entry levels have also been noted.

Those who begin their Federal careers at the entry levels generally may expect to participate in on-the-job or formal classroom training programs, of varying duration and designed to prepare them for progression to the journeyman or full-performance level within a particular career field. Advancement to that level will depend on the individual's demonstrated ability to perform satisfactorily at increasingly higher levels of responsibility. Beyond this, there may also be opportunities to participate in programs designed to promote expertise in a specialized subject-matter area or to develop administrative and management potential.

Salaries are generally comparable to those being offered in private industry for work of similar complexity and responsibility.

(GROUPED BY SUBJECT AREAS)

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  Chemical Engineer
  Marine Engineer and Naval Architect
  Materials Engineer
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The occupations listed below have not been described because of space limitations. Employment opportunities in these specialties are generally limited. For further information consult the nearest Federal Job Information Center.

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Agricultural Commodity Warehouse Examiner
Agricultural Market Reporter
Agricultural Program Specialist
Anthropologist
Archaeologist
Astronomer
Audio-Visual Production Specialist
Biomedical Engineer
Communications Specialist
Construction Analyst
Corrective Therapist
Educational Therapist
Equipment Specialist
Exhibits Specialist
Fire Prevention Engineer
Food and Drug Assistant
Food Technologist
Foreign Service Information Officer
Graphic Arts Specialist
Health Physicist
Highway Safety Management Specialist
Hospital Administrative Assistant
Industrial Property Management Specialist
Insurance Examiner
Intelligence Research Specialist
International Relations Officer
Land Law Examiner
Land Surveyor
Manual Arts Therapist
Mathematical Statistician
Medical Records Librarian
Museum Curator
Museum Specialist
Music Specialist
Nuclear Engineer
Optometrist
Orthodontist and Prosthetist
Passport and Visa Examiner
Pharmacologist
Photographic Technologist
Physiologist
Podiatrist
Production Specialist
Property Disposal Specialist
Prosthetic Representative
Public Health Educator
Public Health Program Specialist
Public Utilities Specialist
Social Services Administrator
Social Work Associate
Technical Information Specialist
Textile Technologist
Transportation Rate and Tariff Examiner
Visual Information Specialist
Vocational Rehabilitation Specialist
Wage-and-Hour Law Inspector
Welding Engineer
Zoologist

This is not a complete listing of all Federal jobs in this limited-openings category. In today's changing occupational fields, new specialties are constantly emerging. If your profession or area of interest is not included anywhere in this directory please don't assume that there is no such activity in the Federal service. Contact a Federal Job Information Center to discuss the job possibilities in your particular field.

Administrative Management

Administrative Assistant (or Administrative Officer)

Because of the size and complexity of Federal activities, the administrative problems involved in the management and control of a Federal agency are tremendous. Top executives and other management officials require administrative assistants to provide supporting services at various levels. The administrative assistant (or officer) typically provides a combination of services relating to: budget administration, personnel management, office space management, management analysis, contract administration, data processing, safety, security, travel and transportation management, property management, and others.

Almost all Federal activities require the services of administrative assistants and officers, with large agencies having the greatest number of openings. Altogether, there are nearly 10,000 Federal employees in this occupational category. Participation in management internships offered in many agencies is an excellent way to begin a full management career with ample advancement opportunities.

Qualifications: Study in public administration, industrial management, political science, or related fields is helpful, though not essential.

Computer Specialist

The Federal Government offers almost unlimited opportunities in the computer field. Increasing sophistication of computer equipment requires better-developed and broader skills than ever before. Computers are now used to analyze air traffic problems, chemical structures, the census, foreign policy, property values, the economy, traffic density; they are used to research better ways to build bridges, missiles, engines and boilers; and they help calculate the budget, long-range weather forecasts, and political district reapportionment. They also store and retrieve information about fires, accidents, supplies, unemployment, vital statistics, medical records; aid in the study of pollution and law enforcement; and are used to process income tax returns, new drug applications, payrolls and personnel records. Future applications are limitless. For example, they may be used more extensively in the fields of health, communications, atomic energy, finance, science, and education.

The Federal Government is currently the single largest user of digital computer equipment, and most Federal agencies employ at least some computer specialists. However, opportunities are best in the larger agencies. Many of the agencies have formal career intern programs designed to provide comprehensive training in the computer field, and opportunities for advancement are excellent. Ample opportunities for graduate

study in specialized areas of computer science are also available. There are over 30,000 Federal employees in the computer field, with hundreds recruited each year from among recent college graduates. Among the more common areas of specialization are computer programming, systems analysis, and equipment analysis.

Computer Programmers use numerical and logical reasoning, plus an understanding of computer limitations, to convert the symbolic statement of a problem or situation into a detailed logical flow chart for coding into computer language. Programmers may coordinate entire operations, preparing written instructions for computer operators. From time to time, they analyze, review and rewrite programs in order to increase the efficiency of a computer operation or adapt it to new requirements. A number of programmers are also engaged in developing the new program languages and techniques necessary to expand knowledge of computers themselves.

Systems Analysts design or utilize systems for solving problems or accomplishing work processes with digital computers. These positions demand a technical knowledge of computer requirements and techniques. The work involves identification of the nature and scope of subject-matter processes and problems to be automated, organization of such processes and problems into data systems for subsequent processing by computer, organization of plans and programs specifying the nature and the sequence of actions to be accomplished by the computer, and performance of specialized activities associated with the development and design of data processing systems. Typically, specific assignments may include feasibility studies, the development of data reduction and coding instructions, computer-language dictionaries, data banks, etc.

Equipment Analysts apply knowledge of computer design and capacities to determine how computers are used to meet needs in specific programming and in overall applications. They evaluate equipment characteristics in connection with the selection, installation, utilization, and updating of computer equipment; or, they may establish standards for general management and use of the equipment. These positions require a full understanding of computer hardware capabilities and characteristics, as well as of their relation to the basic characteristics and volume of data involved in applications.

Qualifications: For entrance-level positions concerned with business applications, candidates are sought who demonstrate high aptitude for analytical and abstract reasoning. For positions involving scientific applications, candidates are generally sought who are trained in the subject matter involved (e.g., physics, mathematics, meteorology, etc.). Course work in data processing is helpful, but not strictly required for trainee positions.

Management Analyst

Management analysts use their understanding of principles and theories of management to assist in developing and improving the organization of offices and the methods and procedures needed to accomplish the work. In doing this, they may conduct management surveys; interview employees and study work processes; analyze work processes or functions; perform research to find facts, precedents, and theories applicable to the problems; make oral or written reports on their findings and recommend improvements. Positions in this field include; **Management Advisor, Management Planning Officer, Administrative Analyst, Program Planner, Methods Analyst, Procedures Analyst, Forms Designer, Records Analyst,** and **Records Management Officer.**

About 10,000 persons are employed in this

career field, with Federal agencies hiring a total of over 200 each year at the entry levels. Opportunities for advancement are excellent for persons who demonstrate ability to analyze and evaluate systems and facilities for the management and control of government operations.

Qualifications: A degree in any major field of study.

Safety Specialist

Safety Specialists in the Department of Labor use a practical knowledge of engineering and scientific principles in identifying job hazards in private industry, assessing risks, and prescribing accident preventive techniques. These specialists also develop and analyze safety standards; and evaluate proposed methods, designs, and procedures to effect compliance with these standards.

Qualifications: Bachelor's degree in any field.

Safety Officer

Safety officers and assistants are responsible for reducing work-area hazards which may result in accidental injury to governmental workers. They inspect building equipment and operations to ensure that safety standards are being met, report substandard conditions, and make recommendations to correct hazards. They are also responsible for reporting accidents and work injuries and advising on safe conditions of work, as well as for issuing equipment, conducting driver-qualifications tests, and giving demonstrations of on-the-job safety.

There are nearly 2,000 persons employed in the field of safety management in the Federal service, but relatively few vacancies occur at the lower entry levels. The largest numbers are employed by the Departments of Labor, Army, Navy, and Air Force. Opportunities for advancement to intermediate levels are good, and the jobs provide mobility and numerous contacts outside of the immediate office.

Qualifications: A bachelor's degree in any major is needed for the entry position of safety assistant.

Security Specialist

Specialists in this challenging field are responsible for administering all types of security programs for departments and agencies of the Federal Government, including the granting of security clearances for contractors and their employees. They participate in the promulgation of regulations and rules and in the preparation of instructional and training information and other materials related to security programs. They may also conduct training programs on security matters.

Trainees often begin their careers in the major specializations of personnel security, physical security, or industrial security. Developmental programs provide technical training, educational resources, rotational assignments, special projects, counseling, and career appraisal. Trainees are encouraged to increase their overall occupational knowledge, skills, and managerial ability and to gain the practical experience needed to qualify for assignments at the full-performance level. There are also opportunities for moving into key positions at higher levels.

Major employers in this field are: Army, Navy, Air Force, and the Defense Supply Agency.

Qualifications: Candidates may qualify with 4 years of college, including at least 24 hours in security administration, business or commercial law, business administration, public administration, history, government, personnel administration, architecture, engineering, industrial management, or accounting.

Personnel Management and Industrial Relations

Personnel Administration

Hiring, retaining, and developing an effective work force of over 2 million people is big business. In order to keep up with its needs, the Federal Government hires over 200,000 people every year. Thus, there is a constant need for personnel specialists to examine the qualifications of applicants, to interview and hire new workers, to determine appropriate salary levels, to conduct training for improvement of knowledge and skills, and to provide a climate of favorable employee relations. Personnel administration is one of the largest and most interesting of the occupational categories in government.

There are 18,000 professional personnelists in Federal agencies, approximately 400-450 are hired each year. All agencies employ personnel specialists and opportunities for advancement and career development are very good, particularly in large agencies with numerous field offices or organizational divisions. New employees in this field often enter into formal career intern programs which provide training leading to more specialized jobs in the various fields of personnel. Later, they may be eligible for top personnel management positions such as personnel officer, with responsibility for managing an operating personnel office; or personnel director, with responsibility for managing the personnel program of an entire agency. The range of personnel functions is broad and those who enter the field may have opportunities to gain experience in one or more of the specialized areas described below.

Personnel Management Specialists advise and assist supervisors in their overall personnel management responsibilities, evaluate agency personnel programs, or perform work combining two or more of the following specialties:

Personnel Staffing Specialists work with managers on effective staffing and manpower utilization practices, analyze the skills and talents needed for jobs, and determine how to recruit employees to fill them. They may interview applicants, participate in "Career Days," plan and conduct recruiting programs, examine applicants and evaluate their qualifications, or take part in the merit promotion process for employees already working for the agency. Staffing specialists also advise management on effective staffing and manpower utilization practices.

Position Classification Specialists determine the scope and level of difficulty of each particular job and thereby determine the salary level the worker will receive. Each agency has a unique mix of jobs and the classifier, in order to be effective, must learn the characteristics of his agency's jobs—many of them highly technical. In addition, position classifiers are expected to guide management efforts to manage and control positions in line with sound, economical administrative practices.

Employee Development Specialists advise managers on identifying employee development needs, plan programs to improve and maintain skills or to help develop management potential in the Federal work force. They may design programs, develop training materials, and conduct or arrange for training to upgrade employee's current skills or to provide highly technical and specialized learning in a wide range of occupational areas. They may also be involved in counseling employees on their training needs, may arrange for outside training at other agency facilities or educational institutions, be responsible for developing an intern program for recent college graduates or other employees of the agency, or work on supervisory and managerial development programs.

Labor-Management Relations Specialists have responsibilities involving negotiation

with agency representatives across the bargaining table, resolution of labor disputes, and daily dealings with union presidents or shop stewards.

Over the past few years, the participation of Federal employees in labor unions has increased dramatically. With this increased union activity has developed a need for agency officials to have the advice of people knowledgeable in the relationships between management and employee organizations. Because of this, opportunities for recent graduates in the field of labor-management relations have increased and this career field will continue to gain in importance.

Many agencies now employ labor-management relations specialists and opportunities for advancement are excellent.

Specialists in this area generally receive initial training in personnel management.

Employee Relations Specialists counsel employees on the rights under the merit system, take part in disciplinary proceedings, attempt to resolve disputes or misunderstandings between employees and supervisors, advise employees as to available services, improve communications, administer incentive awards or occupational health programs, or perform numerous other, related functions.

Qualifications: A major in business or public administration, the social sciences, or personnel administration may be helpful.

Industrial Relations

There are specialized career opportunities dealing with labor-management relations in the private sector, and these opportunities are found only at specific agencies.

Labor Management Relations Specialists (Field Examiners) at the National Labor Relations Board are hired to carry out the bulk of the investigative and election work of the agency. They gather and analyze facts pertinent to assigned cases through meetings with employees and their foremen or supervisors, shop stewards, business agents and other labor union officials, personnel officers, management officials, and attorneys representing both sides. They evaluate the merits of each case, determine the possible remedies, and then negotiate formally or informally with the parties concerned to obtain voluntary agreement. They recommend further action when necessary.

Field Examiners also arrange and conduct elections among groups of employees (ranging in size from two to several thousand persons) to determine whether they wish to be represented by a labor organization for collective bargaining purposes. They may also serve as Hearing Officers in disputed representation cases. These jobs require resourcefullness, independence, and tact—with the ability to make decisions in situations which are often volatile.

Entering trainees undergo a developmental program, under the guidance of experienced supervisors, through which they will gain a working knowledge of labor relations laws, agency procedures and court decisions, as well as the types of industries and labor organizations in the region to which they are assigned. They accompany an experienced agent in the field, observing and assisting in the processing of cases. As skills are developed, they are assigned cases to handle independently. There are also formal training programs where new examiners receive instruction in casehandling techniques and are assigned to area and national conferences, exchange programs, executive development programs, and training institutes. The Agency's policy is to help employees develop to their fullest capacity both their productivity and earning power. A new employee may expect to advance rapidly to the journeyman level, and career planning and development programs open the door to key administrative, supervisory, and management positions at even higher levels.

There are over 46 National Labor Relations Board field offices located throughout the country, and employees may expect to travel frequently within the region to which they are assigned.

Industrial Relations Specialists at the Department of Labor serve as the "eyes and ears" of the Secretary of Labor as that Department strives to resolve labor disputes and problems. They perform special studies, respond to congressional requests, provide staff support for labor committees, and perform a number of other assignments in connection with labor-management relations.

There are a number of other jobs in the labor relations field to which a labor relations professional may aspire. They include **Mediator** for the Federal Mediation and Conciliation Service or for the National Mediation Board, and **Contractor Industrial Relations Specialist,** serving as liaisons between contracting agencies and the contractors in labor relations matters. These jobs require several years of labor-management relations experience.

Qualifications: Four years of college study in any major field of study. For the position of NLRB Field Examiner, the course of study should include 24 semester hours in labor relations, industrial relations, business administration, personnel administration, economics, labor economics, law or labor law, political science, accounting, or a combination of these. Personal interviews are generally required. It should be noted that a minimum of 7 years of collective bargaining or closely-related experience is required for a Mediator position with the Federal Mediation and Concilliation Service.

Budgeting and Accounting

Accountant and Auditor

As our society places growing demands on government for more programs and better services, pressures on the limited revenues of government force more and more complex decisions regarding why and how money is expended. Government agencies require the advice and assistance of professional accountants and auditors to insure that the taxpayer's dollar is well spent.

Federal accountants may be called on to adapt existing accounting techniques to new programs; or to design, install, and operate new accounting systems. They may direct Federal financing of domestic programs through matching-fund assistance for State and local agencies. They may administer or audit traditional contracts for goods and services, or performance contracts using bonuses and penalties to assure high-quality products. A relatively small number set up accounting systems for regulatory programs and analyze accounting reports submitted by companies.

There are over 20,000 professional accounting and auditing positions in the Federal Government. About 2,000 to 3,000 are hired each year at the entry levels. Practically every agency has at least a small staff of accountants and auditors. In some cases, the mission of a particular agency might be such that accountants and auditors make up the bulk, or a large percentage, of the work force there.

Air Force Audit Agency professional auditors perform complete surveillance of all management functions. Auditors evaluate Air Force policies, systems, procedures, records, and reports. Audit assignments go beyond purely financial review to include examination of any project or operation with impact on use of resources, expenditures of funds, or accomplishment of management objectives. Some major fields in which professional auditors review management concepts, practices, and controls, include procurement logistics, engineering, finance, personnel, communications, and transportation. The Air Force Audit Agency, headquartered at San Bernardino, California, has 117 offices worldwide, including Europe and Asia. College graduates are hired as interns from the Civil Service Commission inventory for auditors and enter a comprehensive career development program which includes yearly promotions through the professional journeyman level, provided training requirements are met.

The U.S. Army Audit Agency hires 100 to 125 auditors for its headquarters and seven district offices annually. A comprehensive training program and diversified experience are available to USAAA auditors. USAAA is a principal management consultant for the Army, performing audits on financial systems and records, as well as in areas of management, including procurement, supply system, personnel administration, medical service, and computer operations and utilization.

The Defense Contract Audit Agency recruits for 150 to 200 auditors each year. DCAA auditors represent the Federal Government at industrial, educational, and research establishments engaged in defense and space work. Using statistical sampling and other advanced audit techniques, they make recommendations concerning contractors' financial capabilities and any changes required in their accounting systems. A program of appraisal, training, and counseling is designed to promote rapid professional growth, advancement, and increased earnings for qualified auditors.

In the Department of Interior, the duties of an accountant include application of special laws, regulations, decisions, methods and procedures pertaining to a particular field of commercial accounting, such as auditing the accounts of concessionaires operating in the national park system, or accounting for the government's royalty share from the production of leased minerals. Some of these positions require considerable travel.

Accountants in the Federal Power Commission examine books and records of electric utility and gas transmission companies throughout the United States in order to provide reliable financial information which the Commission uses to regulate these industries. Independent certified public accountant firms performing annual audits of these companies are visited by Federal accountants, and their workpapers are reviewed as a basis for establishing the scope of the audit. The audit work is comparable to that done under similar circumstances by private C.P.A. firms.

Accounting majors can qualify for the Federal Highway Administration's auditor training program. The 1-year program of instruction and on-the-job training consists of an orientation phase, instruction in the Washington, D.C. office, practical application in a division office, additional instruction in Washington, and a second instruction phase in a division office. Training is given in contract preparation, post-construction, right-of-way, personal services, and Federal-aid billing audits. Automatic consideration for promotion is given after training, and typical assignments after graduation in a division office would have the auditor performing audits on the basis of periodic reviews and tests of underlying procedures and controls, as well as on the basis of direct examination of claims. The first assignment would be as a member of a team under the technical direction of a journeyman auditor.

Internal Revenue Service internal auditors plan and conduct management audits of all Internal Revenue Service operations, including an extensive automatic data processing system. Internal auditors are professional accountants serving management by independently reviewing and appraising the efficiency and effectiveness of the Service's internal policies, procedures and controls. These auditors analyze and verify financial transactions and reports to determine their propriety and accuracy. See also *Internal Revenue Agent*.

The Treasury Department's Bureau of Accounts has a wide range of accounting and auditing positions under a comptrollership concept. Functions unique to the Bureau include: (1) examination of financial statements from surety companies, (2) investment and related accounting for government's major trust funds, and (3) maintenance of a uniform system of central accounting and reporting for the government as a whole. The latter links Treasury, as the financial center, with all Federal agencies—for disclosure of budget revenues and government expenditures and of related assets and liabilities.

At the Interstate Commerce Commission, accountants and auditors may find challenging careers in the interesting field of transportation. New appointees are given training and assistance from experienced personnel and are acquainted with the field of transportation regulatory accounting. They are assigned progressively responsible duties, and initiative is encouraged and rewarded. ICC accountants and auditors prescribe and administer uniform systems of accounts for carriers, examine carrier's accounts and operations to assure compliance with accounting rules and regulations, and examine carrier financial reports filed with the ICC. Field staff personnel are expected to travel within the region to which they are assigned —with the exception of those assigned to Washington, D.C.

The General Accounting Office needs high-quality accounting graduates for auditor positions concerned with financial and management audits, as well as to review, evaluate, and report on management effectiveness. They take part in audits of the departments, agencies, and corporations of the Federal Government and audit private corporations having negotiated Government contracts. The results of reviews are reported to the Congress. Staff members may also be assigned to special investigations requested by the Congress. New appointees participate in intensive training programs, both on-the-job and in formal classrooms, and may progress rapidly to positions of greater responsibility. The Federal Government engages in almost every known economic activity, thus the variety and scope of assignments provide unusual breadth of experience for GAO auditors. There are even opportunities for overseas assignments in Europe or the Far East.

Qualifications: The general requirements for accountant and auditor positions are 4 years of post-high school study which included or was supplemented by 24 semester hours, or the equivalent, in accounting or auditing subjects; or 3 years of professional accounting experience; or a combination of experience and education; or certification as a Certified Public Accountant obtained through written examination in a State, territory or the District of Columbia. For auditor positions in GAO, at least 6 hours of accounting and superior academic achievement will qualify, with a major in business administration, engineering, mathematics, statistics, computer science, economics, management, or finance.

Budget Analyst (or Officer)

All Federal agencies have highly-developed budget administration systems to carry out their program responsibilities. Budgeting systems may vary among agencies, but most are established under guidance from the Treasury Department and the Office of Management and Budget. Budget analysts or officers assist management in planning the effective use of financial and other resources. They prepare budget instructions and estimates; review and consolidate budget estimates from various parts of the organization; assist operating officials in presenting and organizing budget requests; examine requests for funds; review reports from operating offices; and, by comparing performance with goals, aid management in program appraisal. In the course of their work, analysts may be in touch with officials of their own agencies, budget personnel of other agencies, examiners of the Office of Management and Budget and congressional staff members.

Over 7,000 budget analysts are employed in the Federal Service, with approximately 100 hired each year at the entry levels. Opportunities exist in virtually all agencies. Those who demonstrate ability to perform higher-level work may advance rapidly, and there are opportunities to move into other management or planning positions because of the comprehensive knowledge of agency operations which one may expect to acquire as a budget officer.

Qualifications: 4 years of college study in any major. A major in business administration, government, political science, economics, industrial engineering, or industrial management may be helpful.

Financial Institution Examiner

The Federal Government employs nearly 4,000 examiners who evaluate the conditions and practices of various kinds of financial institutions to appraise their assets and management systems, to verify liabilities, and to determine adherence to the law and to sound banking practices. Part of the duties in this profession include assembling information essential to the appraisal and classification of assets, preparing bank reconcilements, verifying and listing bonds and securities, making test audits, and preparing schedules of earnings and expenses. These positions generally require extensive travel. Examiners are employed primarily by the Federal Deposit Insurance Corporation. However, there are areas of specialization found only at other agencies.

Assistant National Bank Examiners in the Department of the Treasury initially become acquainted with the flow of banking transactions. As their training progresses, they assume increased responsibility in assessing the bank's internal checks and balances, then in assessing bank investment policies. At the end of their training, assistants are commissioned National Bank Examiners and become responsible for reviewing bank loan portfolios—the heart of commercial banking.

Assistants in Trust, also in the Department of the Treasury, deal with topline specialists and professional administrators in the trust departments of banks. In a single fiduciary account, there may be real estate, oil wells, operating retail outlets, and a range of securities. The trust examiner determines whether the management of the portfolio is being carried out in compliance with laws, regulations, and sound fiduciary principles. New employees become grounded in the technicalities of Federal and State law relating to trust administration and develop a knowledge of investment and administrative alternatives, as well as learning about a variety of trust indentures and other enabling documents.

Savings and Loan Examiners gather information on the operating results, trends, and practices of savings and loan associations. Trainees work under the guidance of experienced supervisory examiners who determine the scope of examinations to be conducted. Examiners study the S. & L. records to determine whether or not violations have occurred. Findings are then discussed with the association's management. The Federal Home Loan Bank Board employs about 50 savings and Loan examiners per year.

Farm Credit Examiners examine the banks and associations in the Farm Credit System. These examiners are located throughout the country and may travel in a two or three-State area. They analyze and evaluate financial operations and report their findings in oral and written reports to bank officers and to appropriate officials in the Farm Credit Administration.

Federal Credit Union Examiners in the National Credit Union Administration are primarily involved with analyzing credit union operations from both a fiscal and administrative point of view. An examiner handles a specific geographic region containing 35 to 55 credit unions, schedules and carries out examinations, prepares reports for the regional office and credit union officials, and maintains up-to-date files on credit unions in the district. Supervision comes from the regional office (which may be in another State). Usually these professionals work alone, but sometimes a number of examiners may be brought together to work as a team. The credit unions which they examine range in size and total assets, and the examiners also check on a number of credit unions serving limited-income families.

Qualifications: 4 years of college with at least 24 semester hours in business-related subjects such as accounting, banking, business administration, commercial or banking law, economics, or finance. For some positions, 12 semester hours of this study must have been in accounting.

Internal Revenue Agent

Internal revenue agents are employed by the Department of the Treasury to examine taxpayers' accounting records and investigate other sources to determine correct Federal tax liabilities. The work involves contacts with corporation executives, accountants, attorneys, businessmen, and taxpayers in all walks of life. The tax accounting problems encountered are as interesting and as varied as the taxpayers themselves. Agents also give technical advice to taxpayers and to government attorneys concerned with tax cases; determine the adequacy of accounting methods used to record transactions affecting tax liabilities; or prepare rulings on tax matters involving accounting issues. They constantly meet new problems which challenge their ability, knowledge, and imagination.

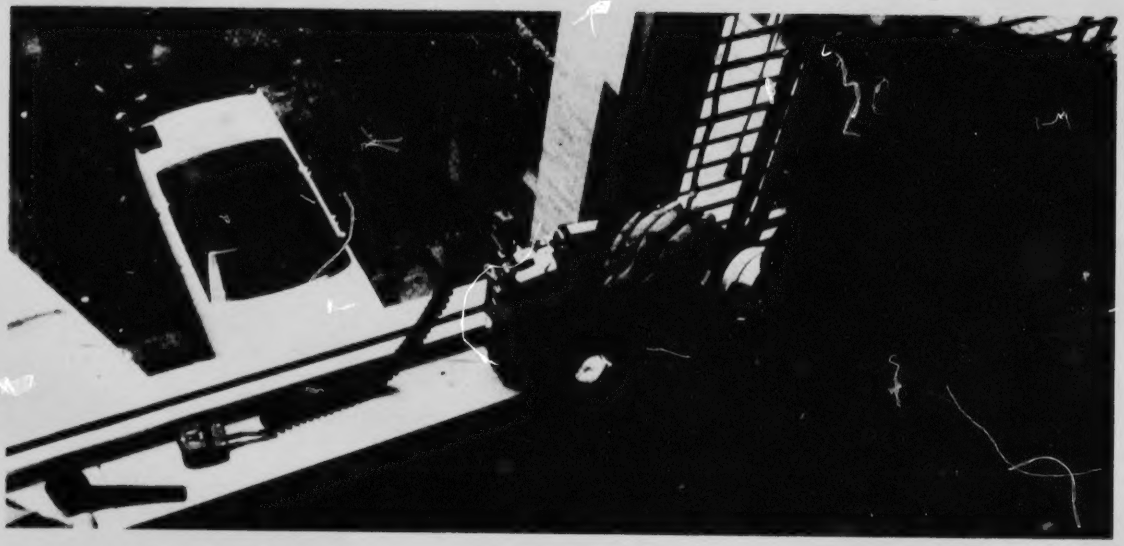
Opportunities in this career field are good. Approximately 800 to 1,000 new agents are hired each year at the entry levels. Newly appointed agents enter a training program which prepares them for promotion up to the full-performance level. Supervisory and executive development training is also provided for selected agents who demonstrate a potential for supervisory positions. About one-third of the more than 15,000 internal revenue agents in the Service are at the journeyman level, and over one-third more are at higher levels. A very substantial portion of the top executive positions in the various Internal Revenue Service offices throughout the country are held by persons who began their careers as agents.

Qualifications: 4 years of college study with at least 24 semester hours in accounting and auditing subjects.

Tax Auditor

The tax auditor talks with taxpayers in the office and corresponds with them to identify and explain tax issues and determine their correct tax liability. These auditors are specialists in resolving a variety of Federal income tax questions which do not involve professional accounting issues. Tax auditors enter a six-month training program consisting of classroom instruction on income tax law, auditing techniques, taxpayer relations and other subjects. They also receive on-the-job training under the guidance of an experienced tax auditor. Opportunities are good in this growing career field. Approximately 1,000 vacancies are filled each year in Federal Service.

Qualifications: Although not specifically required, study in business-related subjects is considered helpful.



Law, Investigations and Inspections

Alcohol, Tobacco and Firearms Inspector

Alcohol, Tobacco and Firearms Inspectors, employed by the Bureau of Alcohol, Tobacco and Firearms, Department of the Treasury, inspect distilleries, breweries, wineries, cigar and cigartte manufacturing plants, wholesale liquor dealers, manufacturers of foods or medicines, laboratories doing scientific research, and other similar establishments. In addition, Inspectors inspect firearms dealers, manufacturers and importers, and explosives dealers, manufacturers, importers and users. Inspectors also perform inspections relative to Federal wagering laws. Inspectors analyze records and accounts, verify tax payments, and inspect facilities and manufacturing processes to determine compliance with Federal laws and regulations. Inspectors may visit sites as members of a team, or they may go alone. Although they must always be alert to possible fraud or negligence, they do not perform criminal investigations, as do Alcohol, Tobacco and Firearms Special Agents.

A limited number of vacancies are filled at the entry level each year. New Alcohol, Tobacco and Firearms Inspectors go through a 12-month training program led by top-flight, experienced Inspectors. Upon successful completion of that training, opportunities for advancement are good.

Qualifications: 4 years of college-level study or equivalent experience.

Attorney

There are over 10,000 attorneys in the Federal service, working in a variety of settings. The work varies as widely as do the missions of Federal agencies. Lawyers may be involved in litigation, legal counseling, research, or other types of regulatory work. Government attorneys hold responsible jobs, even at the entry-level, because of the great need for people with their skills and training.

Nearly every Federal agency employs lawyers in one capacity or another. In some agencies, attorneys constitute the bulk of the professional employees. Some of the opportunities open to lawyers are discussed below, though this by no means exhausts the list of Federal job possibilities in the legal profession.

Lawyers for the Department of Housing and Urban Development help evaluate proposals for new programs and legislation and they implement policies and procedures to put new programs into operation. They may provide legal services to HUD Assistant Secretaries or Regional Administrators, or advise State and local government officials. HUD lawyers may have experience in such fields as land-use planning law, real property law and mortgage financing, civil rights, or construction contract law. They may specialize in intergroup and labor relations, research, legislation, litigation, or financing.

Attorneys in the Department of Interior prepare opinions on legal questions; draft and interpret contracts, leases and similar documents; examine titles to land; prepare decisions and appeals to the Secretary of the Interior in public land proceedings and Indian probate matters; dispose of claims by and against the United States, and draft legislation. Attorneys are employed by the Office of the Solicitor, which maintains field office personnel as well as a Washington staff.

Most of the more than 3,000 lawyers in the Department of Justice are found in the offices of the Attorney General and the Deputy Attorney General; the Office of the Solicitor General; the Office of Legal Counsel; the Immigration and Naturalization Service; and the Tax, Civil, Antitrust, Criminal, Civil Rights, and Land and Natural Resources Divisions of the Department. The offices of the 94 U.S. Attorneys employ more than 1,300 lawyers throughout the country. Over a period of several years, attorneys who enter at the lowest professional grades may advance by as many as four grades in most positions, and even higher in certain other attorney positions.

The regulatory agencies are also a fertile source of empolyment opportunity for attorneys. The Federal Trade Commission for example, deals with problems of consumer protection and unfair competition. FTC attorneys may be assigned to Washington, D.C., or to Atlanta, Boston, Chicago, Cleveland, Kansas City, San Francisco or Seattle. Attorneys in the Bureau of Consumer Protection have responsibility for enforcing Federal statutes designed to eliminate unfair and deceptive acts and practices in interstate commerce. Included are problems of truth in lending; marketing and labeling of wool, fur, and textile products; and other areas of possible consumer deception. The Bureau of Competition endeavors to eliminate unlawful competitive practices in corporate mergers, conspiracies to fix prices, boycotts, exclusive-dealing arrangements, and other practices. Most of the legal case work of the Commission originates in its regional offices. The attorney there obtains evidence, evaluates this evidence, and makes an initial recommendation as to the action to be taken. If formal litigation becomes necessary, this attorney may be assigned responsibility for bringing the case to trial. The work involves contact with individual consumers, retail merchants, and officers and attorneys of large corporations. Regional office attorneys may spend much of their time traveling.

Attorneys for the Interstate Commerce Commission may give oral or written advice, write opinions and briefs, draft regulations and legislation, perform legal research, or participate in hearings and trial work in transportation law. ICC is a small but highly specialized agency with opportunities for considerable responsibility at an early stage in an attorney's career. The young ICC lawyer's decisions may contribute to laws and regulations having nationwide economic impact.

The Federal Communications Commission offers attorneys a wide variety of administrative, quasi-legislative, and quasi-judicial legal experience. In the continuing expansion of all areas of communication, regulatory concepts have also expanded. The duties of FCC attorneys include reviewing and analyzing applications for radio licenses; regulating rates, services, and tariffs of telephone and telegraph companies; drafting decisions, opinions and orders in adjudicatory cases; representing the Commission's operating bureaus at formal adjudicatory hearings; participating in the formulation of policy and drafting of rules and regulations; and participating in the enforcement of rules and regulations.

There are opportunities for both trial and research attorneys in the field of utility regulation within the Federal Power Commission. The work is quite specialized and is very challenging. Most positions involve administrative litigation, case preparation, trial briefing and oral argument. There are also opportunities for appellate court litigation, legislative drafting, rulemaking and similar work.

Attorney (Estate Tax) with the Internal Revenue Service examine Federal estate and gift-tax returns. Approximately 100 jobs were filled in fiscal year 1975. They determine value and ownership of interests and the taxability of estates and gifts. They also review financial data, deeds, wills, trusts, and other legal documents; prepare detailed reports; and make important decisions based upon pertinent tax rulings, laws, regulations, and court decisions.

The Securities and Exchange Commission employs approximately 500 attorneys in various divisions and offices in its headquarters office and in nine regional offices throughout the country. Their duties vary according to the particular division or office to which assigned. However, typical duties include: the examination and analysis of registration statements and other documents under the reporting and disclosure requirements of the securities laws; the conduct of enforcement investigations as Offices of the Commission with authority to issue subpoenas with respect to matters involving possible civil or criminal violations of the securities laws; the conduct of civil suits in U.S. District Courts and the conduct of administrative proceedings before Administrative Law Judges; the preparation of briefs and arguments for the conduct of appellate litigation and representation of the Commission in U.S. Circuit Courts of Appeal and the rendering of legal interpretations of the Federal securities statutes and rules and regulations adopted thereunder.

The Equal Employment Opportunity Commission employs in excess of 300 lawyers who are charged with the responsibility of overseeing the legal aspects of cases or problems arising under Title VII of the Civil Rights Act of 1964. Attorneys may be involved in litigation, research and case preparation, trial briefing, oral argument, as well as legal counseling. Most positions are located in the Commission's five regional litigation centers. The work in quite specialized and very challenging.

All entrance level attorney positions require either an LL.B. or J.D. degree and bar membership in a State or in the District of Columbia. Applicants who meet all requirements except bar membership may be hired as law clerks, subject to admission to the bar within 14 months after their appointments.

Attorneys engaged in enforcement work also frequently are assigned to assist United States Attorneys in Grand Jury investigations and in the conduct of criminal court trials involving criminal violations of the securities laws and related statutes.

Qualifications: All attorney positions in the Federal Government require a J.D. or LL.B. degree and bar membership in a State or in the District of Columbia.

Applicants who meet all requirements except bar membership may be hired, subject to admission to the bar within 14 months (9 months at the Department of Justice).

Border Patrol Agent

The Border Patrol, part of the Immigration and Naturalization Service of the Department of Justice, offers interesting careers for those who qualify. A mobile, uniformed enforcement organization, its primary mission is to detect and prevent the smuggling and illegal entry of aliens into the United States and to seek out, apprehend, and initiate departure of aliens illegally residing in this country. Duties are performed along the international boundaries and vicinity by automobile, on foot, by boat, or as observers in aircraft. Patrol agents stop and inspect various kinds of vehicles in which it is believed aliens are being brought into the United States, and watch border crossing places being used by persons suspected of illegal activities. Agents are empowered to make arrests or take other law enforcement action.

There are an average of from 100 to 200 agents hired each year. All new appointees undergo a 14-week training program at a centralized location. After a 1-year probationary period, they are eligible for promotion; and those who demonstrate the ability to perform the full range of duties may be eligible for another promotion after another 2 years. There are additional opportunities for promotion or transfer to positions in other fields in the service or to supervisory-level positions in the Border Patrol.

Qualifications: A written test and oral interview are required. Applicants must be in sound physical condition and of sturdy physical development. They must also demonstrate a speaking, reading, and writing command of the Spanish language, or acquire this ability within 1 year after appointment.

Consumer Protection Specialist

Consumer protection is a new and expanding career field, requiring innovative and concerned individuals to help carry out the Federal Trade Commission's program. The consumer protection specialist is concerned with various types of consumer deception, such as that involved in truth-in-lending; fair packaging; sale of dangerously flammable fabrics; unfair and deceptive advertising; and the marketing and labeling of wool, fur, and textile products. Working through FTC field offices, consumer protection specialists may visit retail stores and credit-granting firms to make sure that their advertising properly discloses the information needed by consumers

to make informed judgments in comparing credit sources; they visit mills and retail stores to encourage advertising, invoicing, and labeling practices which provide accurate information on wearing apparel and other textile and fur products; advise local businessmen in the preparation of advertising to insure accuracy and honesty of claims; investigate violations of the consumer protection laws, gathering evidence for use in legal proceedings; supply information to consumer groups and mass media to educate the public on unfair practices so that the consumer is in a position to help himself.

A great deal of travel is required of consumer protection specialists. Though employment opportunities are limited, they are expected to increase in this challenging and important field.

Qualification: Persons with an interest in consumer affairs may qualify with 4 years of college study in any major field.

Criminal Investigator

There are myriad circumstances in which alleged or suspected criminal offenses against laws of the United States must be investigated. The work involves developing and preparing evidence for orderly presentation to Federal prosecuting officers, testifying in court, and writing detailed reports. Investigators may also participate in raids, maintain surveillance of suspected personnel and premises, interview suspected or arrested persons, seize contraband goods, and apprehend persons involved in illegal activities. Some criminal investigators are required to work irregular hours and personal risk is sometimes involved. Considerable travel may also be required.

This field offers excellent career opportunities to anyone who can meet the physical and mental demands of the job. The work is often exciting, and successful investigators may be promoted to top administrative posts in their agencies.

Alcohol, Tobacco and Firearms Special Agent. Bureau of Alcohol, Tobacco and Firearms (ATF) special agents, employed by the Department of the Treasury, have an exciting and challenging job within the Federal law enforcement community.

Special agents enforce the Federal laws relating to the sale, transfer, manufacture, importation and possession of firearms, destructive devices, and explosives. These activities include investigations involving the illegal acquisition of fully-automatic or other gangster-type weapons for use in furthering illegal purposes. Special agents must develop an extensive knowledge of firearms and explosives so they can classify weapons according to laws and regulations. Special agents also enforce the 1974 Federal wagering law, which requires commercial gamblers to purchase an occupational stamp and to pay an excise tax on their gross wagers.

Agents are also responsible for the investigation, detection, and prevention of violations of the Federal liquor and tobacco laws. Agents seize and destroy illicit distilleries and work to suppress traffic in nontaxpaid liquor or tobacco products. Special agents have participated in undercover assignments for months at a time, balanced on a tight rope of danger and intrigue in order to carry out their assignments. Special agents provide assistance to other Federal, State, and local law enforcement officials in their fight against crime and violence.

A newly appointed agent enters into a planned training and development program

where skilled instructors emphasize specialized investigative and law enforcement techniques which include the use of firearms and the latest scientific methods for solving cases, surveillance, undercover operations, courtroom procedures and many other aspects of training which are required to perfect cases for criminal prosecution. Upon return to his post of duty, the new special agent, with on-the-job guidance and training from highly experienced agents, participates as a member of a hard driving criminal enforcement team. Appropriate training of various kinds continues throughout the career of the special agent. Upon satisfactory completion of their initial phase of training, special agents are eligible for promotion at the end of the first year. The Bureau of Alcohol, Tobacco and Firearms aims to develop and advance employees to full productive and earning capacity as rapidly as possible.

The special agent's job is diversified, challenging, and anything but routine. The Bureau of Alcohol, Tobacco and Firearms' special agent is of a special breed who is devoted to strict law enforcement and the hard, but exciting, work that goes with it.

Internal Security Inspectors make up the Internal Revenue Service's own investigative unit. They aid the entire Service by investigating prospective IRS employees and by investigating information and allegations concerning serious misconduct or illegal activities involving Service employees or outside parties. They may be called upon to conduct all phases of investigative work.

Special Agents with the Internal Revenue Service investigate suspected or alleged tax fraud and related criminal and civil violations. They document, evaluate, and organize evidence and prepare reports of their findings. They also become skilled in techniques of surveillance, interrogation, participate in arrests and appear as Government witnesses. The investigator's oral or written reports may be the basis for Government prosecution of criminal or civil violations of the tax laws.

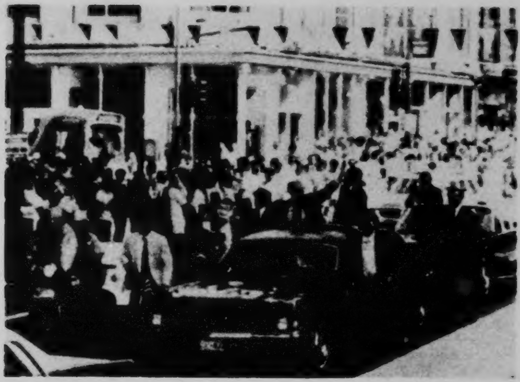
To qualify, applicants must have completed 4 years of college level study with at least 12 semester hours in accounting. There are also physical requirements which each applicant must meet. There is an initial 6-weeks of classroom training conducted by the Department of Treasury supplemented by 5 additional weeks of classroom study specifically designed for the Revenue Service.

In the U.S. Customs Service, special agents are charged with responsibility for conducting comprehensive investigations to prevent or detect frauds on the customs revenue through underevaluation or smuggling of merchandise. Agents also discover and bring to justice violators of laws relating to illegal drug traffic, contraband, or unlawful transport of defense material. Newly appointed agents are given intensive, highly specialized training in modern investigative and law enforcement techniques, with emphasis on use of firearms, incognito operation, rules of evidence, surveillance, and courtroom demeanor. These special agents quickly rise to the journeyman level, with opportunities to apply for even higher-level positions.

Special Agents of the U.S. Secret Service provide protection for the President and Vice President of the United States, their immediate families, the President and Vice President-elect, former Presidents and their wives, major Presidential and Vice Presidential candidates, visiting foreign dignitaries and other eligible persons.

In addition, Special Agents of the U.S. Secret Service are responsible for the detection and suppression of counterfeiting and forgery of U.S. currency, checks, bonds and other obligations.

Special Agent training includes comprehensive courses in protection techniques, criminal law, criminal investigative proce-

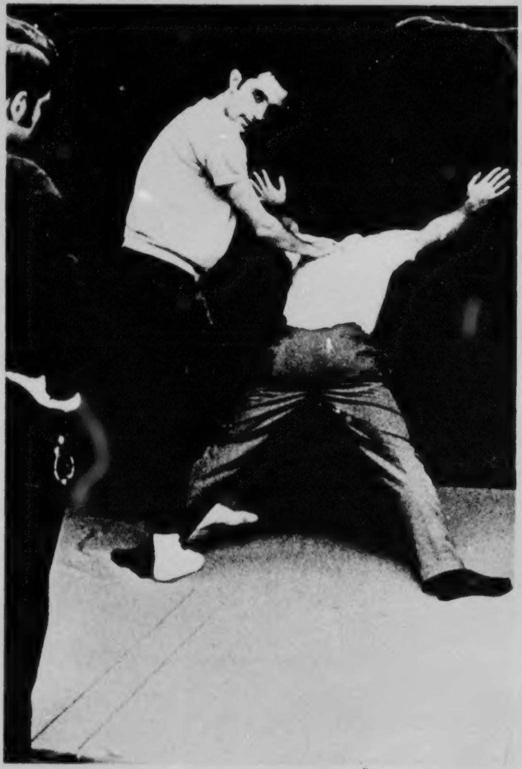


dures, use of scientific investigative devices, document and handwriting examination and analysis, first aid, the use of firearms, and arrest techniques. Agents are appointed at the GS–5 level. Generally, they quickly rise to the journeyman level (GS–12) if performance is satisfactorily and if they demonstrate the ability to assume more responsibility. Selection for promotion above the GS–12 is made on a competitive basis as vacancies occur.

Special agents of the Drug Enforcement Administration, Department of Justice carry out investigations of suspected or alleged violations of the narcotics and dangerous drug law. They gather evidence on which to secure and serve search warrants and they participate in the apprehension of suspects. They then prepare reports of their investigations and organize evidence for orderly prosecution. As a conclusion of their investigations they may also personally testify in court. **Compliance Investigators** conduct audits of small drug industry organizations or perform parts of larger-scale audits. They study documents to be sure that incoming raw materials, production records and shipping documents are consistent and show evidence of adequate controls.

Criminal Investigators of the Immigration and Naturalization Service, Department of Justice, investigate violations of the immigration and nationality laws or applications for benefits under the law. Most cases involve criminal and administrative prosecutions. Investigators need to know how to apply the law and, more importantly, how it can be administered so that all humanitarian aspects are considered. The work is interesting and varied, and it offers opportunities for outside assignments and travel. College graduates are hired as trainees in headquarters and field offices throughout the country, and opportunities for advancement are good.

In the Securities and Exchange Commission, investigators assist attorneys looking into suspected violations of the Federal securities laws. They review books, records, and trading accounts maintained by broker-dealers to detect illegal practices. They may interview investors to ascertain whether or not there has been misrepresentation of facts and they analyze trading patterns to identify principals and controlling persons. Where fraudulent schemes are uncovered, the Commission may seek criminal prosecution of the violators. The investigator will then assist in the Grand Jury investigation and in the criminal court proceedings. These jobs offer



an excellent opportunity to learn the operations of securities industries. Those who demonstrate aptitude for this type of work are promoted to positions of increasingly greater responsibility and higher salary levels. The SEC seeks candidates who demonstrate the personal qualifications of persistence, imagination, aggressiveness, and thorough attention to detail, as well as a knowledge of and ability to critically analyze financial data.

Qualifications: To qualify for the entry level, 4 years of college study are needed. For higher-level entry appointments in the Treasury Department, candidates must demonstrate superior academic achievement or have one year of graduate education in police science, police administration, criminology, law enforcement, or business administration subjects. Completion of 6 years of study leading to an LL.B. or J.D. degrees will provide eligibility for the top entry grade.

Customs Inspector

Amid the whirl of commercial activity, the customs inspector stands guard to detect illegal importation and exportation of merchandise. As the inspectors oversee unloading of all types; inspect cargo, baggage and mail; and clear incoming travelers and carriers entering and leaving the U.S., they meet the demands of the job equipped with new skills acquired through an intensive, specialized training program. Always alert to the constantly changing tariff schedules and quota rates, the inspector must also possess skill in dealing with the traveling public, business executives, ships' captains and crew members, and importers. Customs inspectors are employed by the U.S. Customs Service, Department of the Treasury.

Approximately 250 vacancies are filled each year at the entry level. After completing their training, customs inspectors may be eligible for promotion to the full-performance level and higher. Experienced inspectors are also given primary consideration in filling higher-level positions in other technical work as well as in the inspection field.

Qualifications: Candidates may qualify for GS–5 positions with 4 years of college study, or 3 years of responsible experience. At GS–7, an additional year of experience, or the completion of study leading to an LL.B. or J.D. degree.

Consumer Safety Inspector

Consumer Safety Inspectors make periodic inspections of food, drug, and cosmetic establishments to check on the sanitary conditions of these plants. They also inspect the processing, labeling, and materials used by these firms in the production and distribution of their wares to insure fitness for public consumption and use. In addition, the inspectors investigate complaints of injuries caused by foods, drugs, cosmetics, toys, and other consumer products; and they gather evidence for presentation in court.

Consumer Safety Inspectors, who are located almost exclusively in the Food and Drug Administration of HEW, participate in extensive training programs to gain the specialized knowledge and skills required for inspection work at the higher grades. Because FDA follows a policy of promotion from within for these positions, opportunities for steady advancement are good for those who demonstrate an aptitude for the work.

Qualifications: For the entry level, candidates may qualify on the basis of 4 years of

college study, including at least 18 semester hours either in chemistry or the biological sciences, plus an additional 12 hours in one or any combination of pharmacy, physics, food science or technology, chemistry, or the biological sciences.

General Investigator

The Federal service employs several thousand people in a range of investigative positions. General investigators (over 2,000 of them) are primarily concerned with determining compliance with laws and regulations coming under the jurisdiction of the employing agency. For example, they conduct loyalty, security, and suitability investigations of persons seeking Federal employment, examine records of business concerns for compliance with wage-hour laws; or they investigate guardianship, guarantee insurance, or vocational rehabilitation cases involving veterans. Unlike enforcement agents and criminal investigators, general investigators function largely in the areas of data collection and administration. Most have no arrest authority and do not carry firearms.

General investigators with the U.S. Civil Service Commission visit places of business, residences, and educational institutions to obtain the full facts on suitability of employment applicants. Extensive travel is generally required. Investigators receive classroom training and on-the-job training to develop their investigative skills. Opportunities for advancement to the journeyman level are good, and experience gained as an investigator may lead to higher-grade administrative positions. Other agencies, such as the Veterans Administration, the Defense Investigative Service and the Departments of Justice, Army, Labor, Agriculture, and Transportation also employ general investigators to carry out their fact-finding programs.

Qualifications: 4 years of college study in any major field of study.

Deputy U. S. Marshal

Deputy Marshals carry out a number of law enforcement duties, such as serving warrants and writs issued by Federal courts, tracing and arresting persons wanted under court warrants, seizing and disposing of property under court orders, safeguarding and transporting prisoners, providing for safety of jurors, court personnel and their families, and preventing civil disturbances or restoring order in riots or mob violence situations.

Qualifications: Applicants may qualify on the basis of 4 years of college study in any major field of study. A written test is required.

Immigration Inspector

An immigration inspector interviews persons applying for admission to the United States to determine their admissibility under the immigration laws. At most locations the inspector also adjudicates a variety of applications filed by or on behalf of aliens seeking various benefits under those laws affecting their right to enter, remain in, or depart from the United States. Inspectors may be stationed at land border ports, seaports, airports or other such locations.

These positions are in the Immigration and Naturalization Service of the Department of Justice. The opportunities for promotion are good since the entrance grade is a trainee position. The Service offers opportunities for self-development and also provides training at its Officer Development Center. The work is interesting and varied and offers opportunities for travel in some instances.

Qualifications: The usual entry level for these positions requires 4 years of college study. For higher-level entry, candidates must demonstrate superior academic achievement, or completion of at least 6 years of study leading to an LL.B. or J.D. degree.

Patent Examiner

Employed by the Patent Office of the Department of Commerce, patent examiners perform professional, scientific, and technical work in the examination of applications for U.S. patents. Working in an assigned area of technology, examiners evaluate the invention claimed in each application and determine if the invention will perform as claimed. They determine whether or not any previous invention exists which may be comparable to the invention claimed; interview and negotiate with applicants and attorneys on scientific, technical, and legal issues; and consider amendments to applications.

There are over 1,200 of these positions in the Federal service. Annual intake in a typical year is about 125-150. Opportunities for advancement are good, both for promotion to higher-grade patent examiner positions and to positions in other patent occupations.

Qualifications: Applicants may qualify on the basis of 4 years of college study with a major in engineering, chemistry, physics, applied physical science, or other technological fields.

Tax Law Specialists

Tax Law Specialists provide official administrative interpretations and guidance to individual and corporate taxpayers and their representatives and to Internal Revenue Service personnel on tax questions that may not have established precedents, are required by statute, or are desirable for a taxpayer prior to entering into or consummating a transaction. They also provide advisory services and expert technical assistance to the Commissioner of Internal Revenue, the Office of the Chief Counsel of the Department of the Treasury and the Treasury Office of Tax Legislative Counsel. Some of the areas of concern for Tax Law Specialists are individual and corporate taxes, exempt organizations, employee plans (pension trust), certain excise taxes, estate and gift taxes, tax forms and publications and corporate reorganization. Opportunities in this field, at the entry level, are extremely low, however 50 to 75 vacancies are filled at GS–9 and above annually.

Qualifications: An applicant should have 4 years of college with a minimum of 12 semester hours of accounting. For positions at the GS–9 level, candidates must possess either a J.D. or LL.B. There are frequent classroom courses offered to further expertise as well as on-the-job training. The full performance level for most Tax Law Specialists positions is GS–12.

Business and the Economy

Agricultural Marketing Specialist

Agricultural marketing specialists play an important part in the formulation and enforcement of agricultural programs and policies. These employees participate in the development and operation of agricultural marketing, adjustment, and distribution programs; regulation of marketing or trade practices; establishment of grade and quality standards; and study of organization, facilities, methods, and practices involved in marketing agricultural products.

Most of the 560 agricultural marketing specialist jobs are in the Department of Agriculture. The salary range is broad and opportunities for advancement are good. However, entry-level hiring is limited.

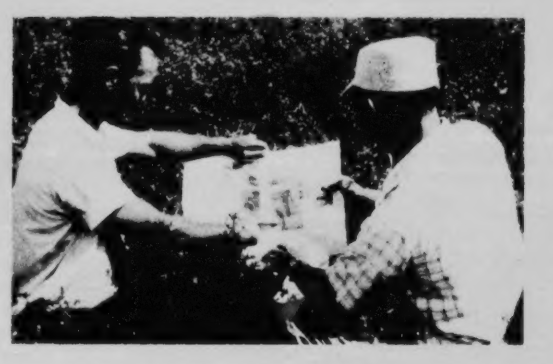
Qualifications: A college degree with a major in marketing, economics, business administration, agriculture, agricultural economics, accounting, law, statistics, mathematics, or related course. For some positions, specialized study in animal husbandry may be required.

Bond Sales Promotion Representative

Bond salesmen plan, organize, and direct the sales and advertising program which seeks to persuade volunteers to contribute their time and skills to the U.S. Savings Bond Campaign. They plan and organize meetings and conferences, and establish and maintain contact with top executives and leaders in industry, banks, trade, civic and fraternal organizations; with people in agricultural and educational fields; with the press, radio, television, and with other publicity media—all of these contacts designed to secure and maintain public assistance and cooperation in the program.

Bond sales promotion is a responsibility of the Department of the Treasury, U.S. Savings Bond Division. There are only around 200 of these positions, and very few vacancies are filled at the entry levels.

Qualifications: A bachelor's degree in any major.



Contract and Procurement Specialist

The Federal Government enters into thousands of contracts and procures many millions of dollars worth of goods and services every year. In order to insure that contracts are fairly met and performed, the Government employs nearly 20,000 contract and procurement specialists. These specialists, may be found in virtually every agency, but the principal employers are: Army, Navy, Air Force, Defense Supply Agency, General Services Administration and the Government Printing Office.

Each year, 400 to 450 trainees are hired in this field. At the entry levels, new employees are given assignments which gradually increase in difficulty as they develop the knowledge and skills required. Some agencies also provide formal classroom training. Opportunities for advancement are good and some positions offer opportunities for travel.

Contract Negotiators meet with representatives of nongovernmental concerns to discuss, develop, or revise contractual agreements. At higher levels, they may also serve as leaders of contract teams, preparing specifications for the purchase of supplies preparing invitations to bid and analyzing bids received, awarding contracts, and maintaining current information on sources of supply and Federal rules and decisions regarding procurement matters.

Contract Administrators insure compliance with the terms of contractual agreements, negotiating with contractors to resolve problems and determine actions necessary for compliance. **Contract Price Analysts** examine and evaluate bidders or contractors in connection with initial contract proposals, contract change and repricing actions, and final settlement of contracts.

Procurement Agents are responsible for purchasing items, supplies or services for the government through formally advertised bid procedures and other methods of negotiated procurement. **Procurement Analysts** review procurement requests, plan and schedule procurement programs, and review and evaluate program methods and procedures.

Qualifications: For these professions, agencies seek majors in business administration, marketing, industrial management, business or commercial law, engineering, economics, or accounting.

Economist

The Federal Government offers unique opportunities for economists, whose studies and recommendations may directly affect government economic policies and, consequently, economic conditions in the country and in the world. Virtually all areas of economic study are utilized, including business, international trade, transportation, labor, forestry, finance, and agriculture.

In the Federal service, there are over 4,000 economists ranging through a wide spectrum of grade levels. There are approximately 150 entry-level openings per year, primarily in Washington, D.C., and opportunities for advancement are good in the many agencies that employ economists.

Economists in the areas of domestic and international business (Department of Commerce) study and analyze domestic production, distribution, and consumption of particular commodities or services, as well as economic conditions affecting production. They supply basic information to trade specialists and commodity-industry analysts, or they analyze economic data relating to the money, goods, and services of more than 100 foreign countries in order to detect events and conditions which could change the international trade picture. Training and development opportunities are provided which give the employee a chance to grow professionally and assume increasingly reponsible duties.

In the Federal Power Commission, economists are engaged in regulation of interstate electric power and natural gas industries. They investigate economic criteria for cost allocation in rate cases, they analyze the relationships among competitive fields, and they prepare reports on power and energy requirements in a changing economy. They may research cost and price trends in the industries, conduct followup studies, or utilize econometric techniques to investigate natural gas supply and demand.

In the Federal Trade Commission, economists prepare economic evidence or industry analyses to assist in enforcing Federal statutes designed to eliminate unfair, deceptive, and monopolistic practices in interstate commerce. Economic evidence is prepared in cooperation with attorneys, for investigation and trial of cases involving economic problems. Economists may also be involved in developing an economic procedure to support particular legal proceedings. These economists also analyze data to appraise the

economic affects of alleged violations and the character of competition in certain markets.

Economists in the Department of Housing and Urban Development analyze the economic impact of HUD's programs and accomplishments: and review capital, labor, housing, and mortgage markets. Their assessments contribute to policy decisions and budgets, as well as to determination of the feasibility of proposed projects.

Agricultural economists analyze and appraise agricultural situations, developments, and trends and determine their impact on U.S. economic and trade policies. They also assist in the agricultural development of foreign countries. Agricultural economists may work overseas for either the Foreign Agricultural Service (U.S. Department of Agriculture), or the Agency for International Development (State Department). The Department of Interior also hires agricultural economists, who apply basic economic principles to the collection and preliminary analysis of information on farm products and timber. They also prepare reports on farm policies and on the production, storage, transportation, distribution, marketing, and consumption of agricultural commodities.

Junior economists with the Bureau of Labor Statistics in the Department of Labor assist in survey planning and obtain current information needed for studies in the price, manpower, productivity, and wage analysis programs. They travel frequently, meeting with officials of business and industry to outline the purpose, nature and significance of BLS surveys.

Other agencies that employ a significant number of economists include: the Departments of the Army, Transportation and Treasury, the U.S. Tariff Commission, the Interstate Commerce Commission, and the Securities and Exchange Commission.

Qualifications: A graduate degree in economics or 21 semester hours in economics plus 3 semester hours in statistics, accounting, or calculus.

Financial Analyst

Financial analysts perform analytical and evaluative work requiring a comprehensive knowledge of the theories of finance as they apply to the full range of financial operations, practices and transactions of various types of business corporate organizations; pertinent statutory and regulatory provisions; and related economic, accounting, and legal principles.

Employed primarily in the Securities and Exchange Commission, analysts may be involved in the examination of proposed public stock offerings; the review of proxy solicitation material and annual reports sent by companies to their stockholders; the analysis of various financing proposals submitted under the regulatory provisions of the Federal securities laws; inspection of registered securities on the exchange; the monitoring of daily trading on exchanges and over-the-counter markets and analytical work under the laws SEC administers. These positions offer unique opportunities to learn the overall operations and financial activities of corporations in all areas of the business world. Job opportunities are somewhat limited, however, in that there are less than 700 of these positions in the Federal Government with few vacancies filled at lower-entry levels. Of those who do enter this field, the individuals who demonstrate ability and aptitude for the work are promoted to more responsible positions under well-defined career ladders.

Closely related positions exist in the Department of the Treasury. **Securities Transaction Analysts,** as they are called, examine legal evidence in support of all types of transactions in securities and of various corporate agencies of the United States. This includes registered exchange, transfer, coupon-exchange, redemption-exchange and redemption. They reply to incoming letters concerning transactions or the interest paid thereon. In cases where there is insufficient data, they prepare instructions for correction of that defect, and advise on alternative courses of action. They also examine and develop cases concerning lost, stolen, destroyed, or mutilated securities, recommending approval or disapproval of evidence and granting or denying relief.

Qualifications: A 4-year program of college study with a major in accounting, economics, finance, or business administration.

Import Specialist

Trained to convert the language of commerce to the legal terminology of customs regulations, the import specialist determines the appraised unit value of merchandise and reports violations of copyright, trademark, and marking laws for products moving in the stream of international trade. Then, the import specialist must stand ready to provide technical assistance to the Justice Department in defending the Government's position in all litigations resulting from these actions. Carrying out these responsibilities requires technical expertise and knowledge of the ever-changing tariff regulations—knowledge which is acquired through extensive on-the-job and formal training.

There are approximately 50 vacancies filled at the entry level each year. Advancement potential, including the opportunity to apply for "team leader" and supervisory positions is excellent.

Qualifications: 4 years of college study with a major in any field.

Industrial Specialist

The government has extensive programs which involve industrial planning and management. The Department of Commerce provides information and assistance to industry regarding material resources, production methods and facilities, and standards for manufacture of a number of commodities, including chemicals, petroleum, food products, minerals and others. The Department of Defense is responsible for management or surveillance of industrial mobilization and production programs in government-operated or contractor facilities.

Other agencies, such as the Department of the Interior, the Tariff Commission, and the Small Business Administration, exercise regulatory authority over, or furnish technical assistance to, private industry. These positions involve planning production programs to meet specific needs; evaluating the capacity of facilities; analyzing developments and furnishing advice and information regarding production resources and methods; and maintaining control over specific production operations in government-operated plants.

The Defense agencies are the major employers of the 4,500 Industrial Specialists in Federal service. Approximately 50 vacancies are filled at the entry level each year. Positions at the GS–9 and above levels provide good opportunities for advancement to managerial and other types of high level assignments.

Qualifications: Twenty-four semester hours in industrial management, engineering, or in business administration are required to qualify on the basis of education alone. Practical, on-the-job experience is also a qualifying factor.

Loan Specialist

Loan specialists are similar to loan officers in the banking industry. They analyze and evaluate financial and credit risk factors relating to the extension of loans, counsel loan applicants, investigate problems arising in connection with repayment, and develop policies and procedures to govern loan programs. A familiarity with banking policies and operations is required, as another of the loan specialist's primary functions is to secure participation by banks in loan programs whenever possible. These professionals may be involved in administering business, disaster, agricultural, housing, economic opportunity, or development loans. Generally, new appointees are designated "loan assistants" until they are prepared to assume journeyman-level responsibilities in an appropriate specialization.

There are over 2,000 loan specialist positions in the Federal service, with around 30 hired each year at the entry levels. The Small Business Administration is one of the prime employers in this occupational field and positions are located in field offices throughout the country.

Qualifications: For entry at the usual starting levels, a major in accounting, economics, business administration, finance, or related subjects is needed.

Realty Specialist

The Federal Government manages thousands of acres of land and numerous buildings throughout the country. Specialists in this field may be responsible for appraising, acquiring, utilizing, managing, or disposing of real estate property in connection with the programs of several different agencies.

There are nearly 7,000 jobs in the realty field within the Federal Government, with around 200 positions filled each year at the entry level. Opportunities for advancement are excellent.

The largest occupational grouping in this field is that of realty specialist. In the Department of Housing and Urban Development, realty specialists may be involved in servicing mortgages, in the evaluation of sites for housing, or in helping local jurisdictions to solve problems of acquiring or disposing of property in urban renewal areas. In the General Services Administration, they may be involved in acquiring land for Federal buildings, considering the needs of the Federal service and the needs of the communities in which Federal buildings will be situated. Realty specialists for the Department of Interior are responsible for the conservation and management of land in the public domain.

A related specialist, **Buildings Manager,** is responsible for managing all phases of operation at Federal office buildings. This may include administration of polices and procedures relating to concessions, contracts, leases, and improvement projects.; Building management trainees receive training in construction methods, control systems, work scheduling, space assignment, staffing, budgeting, food services, cleaning, and protection. These positions are concentrated primarily in the General Services Administration.

Other agencies which employ persons in the realty field include the Army and the Veterans Arministration.

Qualifications: 4 years of college study with at least 24 semester hours in business administration, law, real estate, engineering and architecture, regional planning, agriculture, geology, mineralogy, forestry economics, finance, or geography. For some positions, a major in the social sciences is also acceptable.

Revenue Officer

Revenue Officers in the Internal Revenue Service work principally with people outside the office. They call on taxpayers to discuss the satisfaction of delinquent tax obligations, examine information regarding business situations, analyze financial statements to determine ability to pay and, when necessary, take enforcement action to secure payment of delinquent taxes.

There are approximately 500 vacancies filled each year at the entry level. There is a continuous multi-phased classroom and on-the-job training program until the full performance level is reached.

Qualifications: Courses in business-related subjects such as accounting, business administration, economics, finance and law provide good background for these positions.

Trade Specialist (and Trade Assistant)

Specialists in this field furnish advice and assistance in the areas of marketing analysis, export-import regulations, tax and tariff regulations and requirements, and the development of programs for domestic and interational trade promotion and expansion. They must have a practical knowledge of market structures and trends, business financing, credit practices, and principles of advertising and consumer motivation, so as to be able to assist in informing the business community about trade opportunities.

Trade specialists are employed primarily in the Department of State, the Defense Supply Agency, and in the Department of Commerce. Opportunities are limited, however, in that there are only about 400 of these positions in the civil service. About a dozen vacancies are filled each year at the entry levels.

Qualifications: To qualify on the basis of education, a major in marketing, business administration, political science, public administration, history, business or commercial law, economics, finance, international trade or international relations is required.

Quality Assurance Specialist

Many manufacturers produce goods for the use of the Federal Government. They may range from airplanes and rockets to petroleum, pencils, or clothing. Quality assurance specialists insure that contractors are producing goods according to a standard of acceptable quality, and they do this by maintaining a close check on the contractor's inspection system. They may be stationed in a contractor's plant or may make visits to a number of plants to install, adapt, and revise quality control procedures or programs.

A few specialists are hired each year by the Army, Navy, Air Force, Defense Supply Agency, General Services Administration, and the Federal Aviation Administration. There are excellent opportunities for advancement to higher-level quality control jobs or to administrative positions.

Qualifications: 4 years of study, including 24 semester hours in production management, industrial management, business administration or in a related field such as physics, engineering, chemistry, metallurgy, textile technology, mathematics, statistics, the physical sciences or technological subjects.

Supply and Transportation Management

U.S. AIR FORCE

Preservation-Packaging Specialist

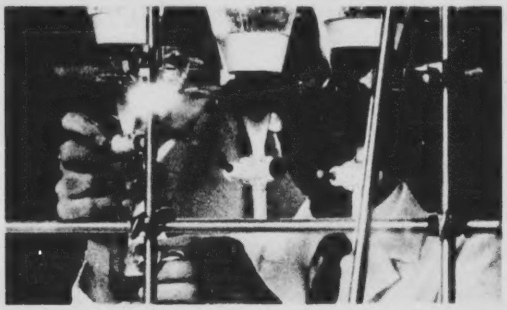
The preservation-packaging specialist supports the packaging organization from both the management and technical aspects. Using new logistics and strategic concepts, the specialist not only makes policy decisions but reviews and evaluates packaging methods and costs. The work of the packaging specialist provides Federal agencies with the means to receive, store, handle, and transport commodities without deterioration or damage. The manner and degree in which these critical functions are accomplished have a major impact upon an agency's supply management program.

There are around 700 people employed in this field, primarily in the Defense agencies and in the General Services Administration.

In the Department of the Air Force, new appointees are given on-the-job and classroom training in the basic principles of packaging—such as hazards encountered in transportation, handling and storage, and the economics of packaging. Typical assignments might include participation in determining packaging requirements for supplies and equipment, inspecting packaging operations, procuring packaging materials, and establishing packaging policy and procedure.

Experienced professionals might have independent responsibility for the development of manuals providing packaging guidance to all installations, preparing packaging courses for Department of Defense and industry use, or developing data programs for the purpose of identifying dangerous materials.

Qualifications: 4 years of college study with a major in engineering, chemistry physics, metallurgy, wood technology, industrial arts, business administration, or marketing.



Supply Management Specialist

Supply management specialists are responsible for the efficient coordination of efforts to provide the Federal Government with all the materials necessary for its effective functioning. They determine present and future supply requirements and obtain, store, and distribute supplies, equipment and property (except real property). They develop policies and procedures, analyze and propose solutions to supply problems, publish supply catalogs, and utilize or dispose of surplus property.

There are over 36,000 supply jobs in the Federal Service. Opportunities are good for promotion to higher-grade jobs in the field or to move to responsible administrative and planning positions. The work is interesting and is very worthwhile in that it furthers the efficient and economical accomplishment of government agency missions. Principal employers in this field are the General Services Administration, the Defense Supply Agency, and the Department of Defense. Over 300 positions are filled annually at the entry levels.

New appointees are given ample opportunities to develop and improve their technical knowledge and skills through formal training programs. For example, trainees in Air Force generally receive concentrated orientation in all major functional areas of supply, as well as on-the-job training for stipulated periods in specialized areas of operation. At Air Force, the first 2 years of training and work experience must take place at one of five stipulated locations, so applicants must be willing to re-locate where necessary.

Defense Supply Agency trainees may begin their careers in a variety of specializations, including general supply, supply program management, inventory management, purchasing, distribution facilities and storage management, preservation and packing, supply identification systems, and publications supply—all with good opportunities for advancement to key positions. The program provides training and rotational job assignments between specializations, as well as a general orientation to supply operations management.

Qualifications: 4 years of college study in any major. A degree in business, marketing, liberal arts or related fields may be particularly helpful.

Traffic Manager and Traffic Management Specialist

Traffic managers are responsible for insuring maximum transportation services at a minimum dollar expenditure. This includes safe and timely delivery of goods or people as well as economic considerations. The traffic manager's role also involves designing a complete transportation system, with distribution patterns, site locations, and special transportation handling equipment. This manager must have knowledge of a carrier's operating capabilites, the complex pricing structures of rate and routing tariffs, rules and regulations concerning loss and damage claim settlement and avoidance techniques, the laws governing transportation, and the government regulations covering these laws, policies, and procedures.

There are nearly 2,000 jobs in this rather specialized field. Opportunities for advancement to intermediate and higher grade levels are good in view of the large number of positions. These jobs are concentrated in the Departments of Defense, Commerce, and Agriculture, the General Service Administration and the Veterans' Administration.

Qualifications: A 4-year college degree in transportation, traffic management, accounting, mathematics, economics, business finance, statistics, or other related areas.

Transportation Specialist

Because the U.S. Government is, by far, the largest user of transportation services in the country, there are numerous opportunities for careers in this important field. Transportation specialists may be involved in a variety of administrative or technical functions concerned with the movement of people and supplies throughout the country and the world. They may also be involved in the Government's regulation of transportation utilities. New employees in this field may be moved through several different functional areas and given specialized training, such as in electronic data processing operations.

Transportation specialists with the Military Traffic Management and Terminal Service (MTMTS), Department of the Army, operate the military ocean terminals, manage export cargo movements through commercial port facilities, and provide instructions to military base transportation officers.

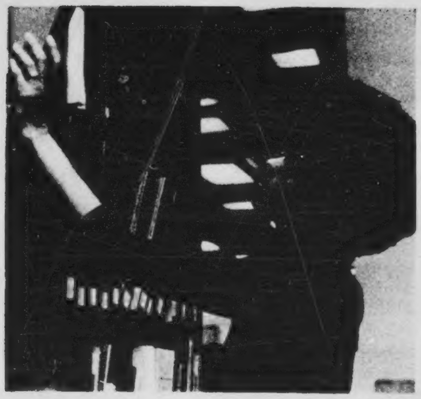
Air Force transportation specialist trainees attend formal classes on transportation functions and participate in such projects as studies to determine the implications of new logistics principles or movement of material of unusual size or volume from and to any point in the world. In the General Services Administration, transportation specialists are responsible for overseeing agency transportation services and assisting agencies in meeting their transportation needs. GSA is currently working with private industry in testing vehicle antipollution devices and dual-fuel systems in government motor pools—a joint effort which will ultimately be of great benefit to our natural environment.

Integrated transportation specialists with the Maritime Administration (Department of Commerce) place their primary emphasis on containerization, other directly related intermodal transportation, and the necessary port facilities for these innovations. They may research modal, intermodal, port practices, and labor agreements; analyze commodities in international commerce for economic and physical handling via containerization; and study computer applications to container utilization and control.

There are other agencies that employ transportation specialists to analyze various transportation industries for the purposes of aid or regulation. The Civil Aeronautics Board, for example, is concerned with rates, subsidies and loan guarantees, and with the economic impact of new aircraft routes or fare policies. Some of its activities involve trying formal cases before hearing examiners. In the Interstate Commerce Commission, transportation specialists advise and assist shippers and carriers on questions of compliance with the law and regulations, conduct complex investigations, gather evidence, and work closely with attorneys in prosecuting violators of the law. They work with operating, traffic rate, and engineering specialists, or with rail, inland water, motor carrier, broker and freight forwarder companies. New employees with ICC receive 12 months of thorough and extensive training, and are expected to travel a great deal. A well-defined career development program is guaranteed, with opportunities for advancement to top-salary positions.

Qualifications: Generally, a major in transportation, traffic management, economics, business administration, business or commercial law, accounting, finance, statistics, or related subjects.

Social Services



Claims Examiner

The Federal Government has a number of programs requiring the payment of funds to citizens. To help administer the entitlements and benefits under these programs, the Government employs claims examiners who perform in a quasi-legal capacity to develop, examine, adjust, reconsider, or authorize the settlement of claims involving medicare, disability, death, land, Government checks, retirement and old age insurance, veteran's benefits, and unemployment compensation.

This is an extensive occupational group, involving some 10,000 positions Governmentwide. Over 1,000 examiners are hired each year at the entry levels. The Social Security Administration, HEW, and the Veterans Administration hire the largest numbers of claims examiners, but positions are also available in the Départments of State, Treasury, Interior and Labor; the Railroad Retirement Board; and the Civil Service Commission.

Social Insurance Representatives are responsible for relating the social security program to citizens in the Social Security Administration's district offices. The job can be demanding and satisfying. Social insurance representatives undergo a developmental program which includes both on-the-job and classroom training.

In the Department of Health, Education and Welfare, **Claims Authorizers** control the social security funds to be paid out to citizens. The funds obligated by an individual authorizer may run into millions of dollars over the years. **Benefit Examiners** determine whether social security benefits may continue after a change in the status of a recipient occurs.

Veterans Claims Examiners in the Veterans Administration determine the entitlement of veterans, their families, and their beneficiaries to benefits relating to disability, death, life insurance, educational assistance, vocational rehabilitation, etc. Because of the quasi-legal nature of the work, legal study is considered valuable (but not required). These jobs are located in the VA's 58 regional (benefits) offices throughout the country.

Civil Service Retirement Claims Examiners adjudicate the claims and determine the annuities due retired employees of the Federal Government. They are employed by the U.S. Civil Service Commission. The Railroad Retirement Board, with headquarters in Chicago, and field offices throughout the country, hires claims examiners to determine benefits due under the social insurance system for the railroad industry. The system covers retirement, disability, unemployment, and sickness benefits for employees.

Qualifications: 4 years of college in any major field of study. Candidates with law degrees may enter at a higher entry level in the Veterans Administration.

Contact Representative (Veterans Benefits Counselors)

Contact representatives provide information, advice, and assistance to veterans, their beneficiaries, or other interested persons regarding their rights, benefits, privileges, or obligations under laws administered by the Veterans Administration. They prepare, develop, and present applications and claims; and they advise on related benefits or services afforded by other Federal agencies, and/or by State, county, city, and community organizations. In some cases, they may represent appellants in hearings before appeal boards on any type of benefit administered. Some contact representatives are also responsible for conducting informational activities regarding veterans' benefits. At the higher levels, they direct, supervise, or administer all types of public contact work.

There are over 3,650 contact representatives employed with the Veterans Administration. Each year, some 400 vacancies are filled at the entry levels.

Qualifications: A bachelor's degree in any major field of study is qualifying. Medal of Honor recipients qualify without regard to other factors.

Correctional Officer

One of the greatest opportunities to help bring about social change is found in the field of corrections. Correctional officers are among the most important influences on the future actions and attitudes of imprisoned offenders. Through regular contacts with offenders, officers have an opportunity to demonstrate for them the traits which are necessary to adjust to the demands of our society. In addition, officers help them develop work habits and skills which are necessary to maintain a job later on.

Correctional officers work in correctional institutions of the U.S. Bureau of Prisons and in the District of Columbia Department of Corrections. They enforce the rules and regulations governing operation of a correctional institution and the confinement, safety, health, and protection of inmates. Also, they supervise inmate work assignments and counsel the individual inmate on personal and family problems and goals. The correctional officer is an important member of the treatment teams of social workers, psychiatrists, teachers, and others working to change the behavior patterns of the individual offender.

There are good opportunities for advancement in these jobs and they may lead to other, higher-level positons in the field of corrections.

Qualifications: 4 years of college study plus 6 months of appropriate experience will qualify applicants for the entry level in these positions.

Correctional Treatment Specialist

The Federal Bureau of Prisons offers extensive opportunities to those interested in civil service careers in the field of corrections. Gone are the days when prison policy sought to break the individual's spirit to assure that a debt to society be paid. An unequivocal shift has been made from punitive regimentation to individual treatment in the process of correcting the offender. The discipline is still there, but the stress is on well-rounded programs designed to help men and women return to society equipped physically, emotionally, and socially to participate constructively in community activities.

Institutions are equipped with medical, casework, educational, vocational, custodial, administrative, maintenance, business, and religious staffs which blend efforts in the diagnosis, treatment, and release-planning of offenders. Correctional treatment specialists are key figures in this total process.

Correctional treatment specialists may work in correctional institutions, in the central office of the Bureau of Prisons, in the District of Columbia Department of Corrections, or witn the United States Board of Parole. They develop, evaluate, and analyze diagnostic findings and data about inmates; prepare social histories; and outline and recommend to the institutional classification committee programs of education, work, vocational training and counseling. They periodically evaluate progress of individual offenders; make informed recommendations to the U.S. Board of Parole, military clemency officials, and executive clemency officials as to an offender's probable community adjustment; and work with prisoners, their families, U.S. probation officers, social agencies and others interested in developing release plans for inmates.

Opportunities for advancement to supervisory positions and to other managerial positions are good.

Qualifications: 4 years of college study with 24 hours in the social sciences, plus 2 years of appropriate experience, 2 years of graduate study, or completion of requirements for a master's degree are required for the entry level in this profession.

Employment Assistance Specialist

Employment assistance specialists work at the Bureau of Indian Affairs, Department of the Interior, where they assist Indians who wish to relocate from reservations with limited employment opportunities to communities where the chances are better. Specialists help develop employment opportunities, give financial assistance for moving expenses, help secure jobs, aid the Indian families in their initial adjustment to the new community and develop vocational training programs for adult Indians. American Indians receive preference for BIA positions.

Qualifications: A bachelor's degree in any major field. Though not required, study in personnel administration, psychology, guidance, social anthropology, or sociology may be helpful.

Food Program Specialist

Food program specialists develop, evaluate and promote programs concerned with providing food to low-income households, disaster victims, schools and nonprofit institutions through or in cooperation with state and local government agencies and community organizations; or develop plans for managing the Nation's food supply under emergency conditions. Some food program specialists are involved in the management responsibility for food stamp, food distribution, school lunch, or child nutrition programs. Opportunities for employment are good, and advancement potential is excellent for outstanding men and women.

Qualifications: A degree in any major field of study.

Historian

The Government employs about 600 persons to perform research in numerous areas of historical study. Among these areas are: national defense, diplomatic, military, agricultural, museum, and American historical affairs, or the history of foreign countries or areas. Historians collect, evaluate, and synthesize historical records and facts and present complete, organized, and documented narrative reports.

Historian positions are located principally in the Departments of the Army, Air Force, State, and Interior. Persons with an active interest in history, and who demonstrate ability to do high-quality historical research writing, can look forward to interesting careers with good opportunities for advancement. However, very few vacancies are filled at the lower entry levels.

Qualifications: 4 years of college study. This must include 24 semester hours in history. Graduate study in history, political science, international law, international relations, economics, or literature may qualify applicants for higher grades when such study has included training in historical research methodology or when the dissertation is historical in nature and has required the use of professional historical research techniques.

Manpower Development Specialist

The Department of Labor employs manpower development specialists to promote, administer, advise on, and participate in the development and evaluation of a comprehensive national manpower program designed to insure sufficient manpower with the needed occupational skills; to equip the underemployed and unemployed with skills that will enable them to participate in the labor force; and to increase the general employability of unemployed youth, school dropouts, or potential dropouts so that they may continue or resume their education.

This may involve planning or promoting on-the-job training and other skills development programs; or stimulating participation of and giving technical assistance to community groups, State and local governments, and others in the development of training and other manpower programs. Some manpower specialists are concerned with overall manpower problems, while others may become specialists in a particular phase of the program.

There are over 600 persons employed in this field. Opportunities for employment are good, and advancement potential is excellent for outstanding young men and women in this profession.

Qualifications: Candidates may qualify with a bachelor's degree which included 24 semester hours in one or more of the social sciences. Not more than 6 semester hours of statistics or 12 semester hours of history may be credited toward meeting this requirement.

Psychologist

Psychologists in the Federal service generally work in a specialized area such as clinical, counseling, physiological and experimental, personnel measurement and evaluation, or social psychology. Typical of the work in these various fields are: the administration and interpretation of intelligence, interest, and aptitude tests; assistance in the diagnosis and treatment of mental disturbances; and educational, vocational, and personal adjustment counseling.

Also included are the study of psychological characteristics of perception, fatigue, learning, etc.; and the study of the capacities and behavior characteristics which are relevant to the design of man-machine systems. Psychologists also standardize psychological devices for measuring performance on the job and investigate critical determinants of adjustment to group living (such as military life) through questionnaires, group testing procedures and interviews.

The opportunities for placement and advancement in this work in the Federal service are good as there are over 2,000 psychologists employed in the Federal Service. However, in most of the specialized fields, advanced study and training are needed for entry into the higher grade positions. Most of the positions are in the Veterans Administration and in the Departments of the Air Force; Army, Navy; and Health, Education, and Welfare.

Qualifications: Some positions are filled at the entrance grade on the basis of 4 years of college study, with 24 semester hours in psychology and at least one course in statistics. Most positions are filled at a higher grade, however, and for these, the following is required: for clinical psychologists—a Ph.D. plus internship; for counseling psychologist —2 years of graduate study in counseling plus 1 year of counseling experience.

Recreation Specialist

Federal recreation specialists evaluate the recreation needs of and plan, organize, and supervise recreation for military personnel and their dependents, the ill and handicapped in hospitals or domiciliaries, and residents of the District of Columbia. Such activities, which may feature arts and crafts, dramatics, music, sports, etc., are designed to provide opportunities for constructive use of leisure time or to supplement medical treatment of persons who require rehabilitation.

Recreation specialists are employed in a variety of agencies, including the Veterans Administration; Army; Air Force; Health, Education and Welfare; and the District of Columbia Government. There are over 2,000 of these specialists in the Federal Government, with about 100 entry-level vacancies filled each year. This career field offers fine opportunities for a rewarding public service career, both in the United States and overseas.

Qualifications: 4 years of college study with a major in one or an appropriate combination of recreation, hospital recreation, recreation therapy, physical education, theater or dramatic arts, music, radio management techniques, speech, drama, vocational and industrical arts education, art, sculpture, or sociology.

Social Science Analyst

Social science analysts advise on, administer, supervise or perform research, analysis, or other professional and scientific work in one or any combination of the behavioral or social sciences. The work requires a background of knowledges, skills, and techniques gained from professional training in behavioral or social science. At higher grade levels, an individual might assume program management responsibilities, developing and improv-

ing standards of program operation and standards of service.

The Departments of State, Justice, Labor, HEW, Housing and Urban Development, and the Veterans Administration are the primary employers of the more than 1,500 social science analysts in Federal service. An average of about 85 positions are filled each year at the entry levels.

Qualifications: 4 years of college study, with specialization in one or more of the behavioral or social sciences.

Social Worker

Social workers in the Federal service help individuals and families maintain equilibrium in the face of pressures—physical, psychological, economic. They may work at an Indian reservation, an inner city office, or in other settings. Most social workers are involved in direct casework with individuals and families, and there are also many opportunities to work with groups and community organizations, or to participate in developing and administering social and health programs to meet community needs. In most instances, these men and women are in specialties such as medical or psychiatric social work, parole or probation, child welfare, or public assistance.

There is a continuing need for qualified persons in this field, so opportunities for employment and advancement are very good. Entrance positions in public assistance are located in the District of Columbia. Other types of positions are located throughout the United States in the Veterans Administration and in the Departments of Justice, Defense, Interior, and Health, Education, and Welfare. A career as a social worker in the Federal Service offers many satisfactions—such as opportunity for public service; not in the abstract sense but in terms of human living. There is the opportunity to see definite results—in a better and fuller life for the client.

Qualifications: Applicants for the regular entrance grade must have completed all requirements for a master's degree in social work. Applicants whose second year of graduate study included at least two semesters or three quarters of supervised field work in casework in a hospital, clinic, family service, child welfare, or public welfare agency may qualify for higher entry positions.

Sociologist

Sociologists in the Federal service cooperate with social workers, economists, psychologists, anthropologists, and other social scientists as an interdisciplinary team doing program and long-range research into such subjects as proverty, population problems, social rehabilitation, evaluation of welfare services, and identification of welfare needs. They advise on the development of public assistance programs, provide consultation, work on special studies, formulate standards and participate in broad program development.

Opportunities for employment as a professional sociologist are quite limited in the Federal Government, and generally require advanced study in the field. Most positions are located in the Department of Health, Education and Welfare and in the Department of Housing and Urban Development.

Qualifications: Candidates must have 24 semester hours of sociology, with course work including theory and methods of social research.

Education and Library Science

Archivist and Archival Specialist

Archivists in GSA maintain historical Federal records in the National Archives (Washington, D.C.) and personal papers in Presidential libraries (various locations). Besides safeguarding and preserving materials in their custody, archivists arrange and publish descriptions of holdings so that scholars and researchers may know what is available and how best to make use of it. Research in archives covers an unlimited number of topics, including foreign relations, military affairs, and different areas of social and economic history. Some archivists specialize in nontextual materials—motion pictures, still pictures, and cartographic materials. Presidential archives include not only the vast quantities of personal papers of the Presidents, but also the files of officials in their respective administrations and papers of others among their contemporaries.

There are 1,500 Archivists and Archival Specialists in the Federal service, approximately 40–50 positions are filled each year. Other employers of Archivists and Archival Specialists are the State Department, Army, Navy, Air Force, Commerce Department, and the Department of Defense.

Qualifications: For archival specialist positions applicants may qualify with 4 years of college study, with at least 18 hours in history. For archivist positions, applicants must have at least 30 hours of graduate work in history.

Educator

There are numerous opportunities in the Federal service for persons with backgrounds in education. In addition to teaching, they may also qualify for such jobs as: counselor in government-sponsored schools or other governmental programs of education; program advisor, giving guidance to educational and cultural agencies or administering financial support to educational programs; or research specialist in the field of education. They may also administer school programs and supervise a teaching staff, or assist in developing audio-visual aids to education. There are some 30,000 educators employed by the Federal Government in a wide range of teaching and other educational positions. These positions may be found in many agencies, but the primary employers are the Departments of Defense, Interior, Labor, Justice, and HEW.

The Bureau of Indian Affairs, Department of the Interior, is responsible for the education of Indian children who are not served by public schools in the States where they live, and for a program of Indian adult education. Classroom teachers and guidance counselors are especially needed. Many Indian schools are located in isolated rural areas more than 30 miles from the nearest urban community. Applicants for these positions must be more than teachers in the usual sense. They are expected to furnish educational leadership and actively participate in the life of the communities where they live. Persons who are themselves American Indians are given preference in filling these positions.

Fact: The average inmate in a Federal correctional institution is under 30 years of age and has reached an educational level of only the fifth grade. The Bureau of Prisons, Department of Justice, employs people to teach prisoners remedial reading, academic and vocational subjects, and arts and crafts. These teachers may also be involved in recreation, guidance, supervisory and administrative work, occupational therapy, and research and development. They try to teach inmates who have failed in conventional educational systems—and so they must try new methods of getting ideas across. Individual counseling is an important element. Academic instruction ranges from the very basic to the high school level, and is designed to provide marketable skills so that the inmates may successfully return to society.

Job Corps teachers are employed in the Department of Labor, Manpower Administration, to teach basic educational and occupational skills to unemployed men and women, ages 16 to 21. Academic and vocational teachers, guidance counselors, and education advisors are needed.

The Department of Defense has a number of employees in the field of education. The Defense Language Institute, with branches in Washington, D.C.; Monterey, Calif.; and San Antonio, Tex., employs language instructors to teach military personnel. Some instructors teach English as a foreign language to military personnel from foreign countries. Instructors of foreign languages are often natives of the countries whose languages they teach; native fluency in the language and a thorough knowledge of the country are required for employment.

The Department of Defense also employs teachers in 27 foreign countries to provide education for the dependents of overseas military and civilian personnel.

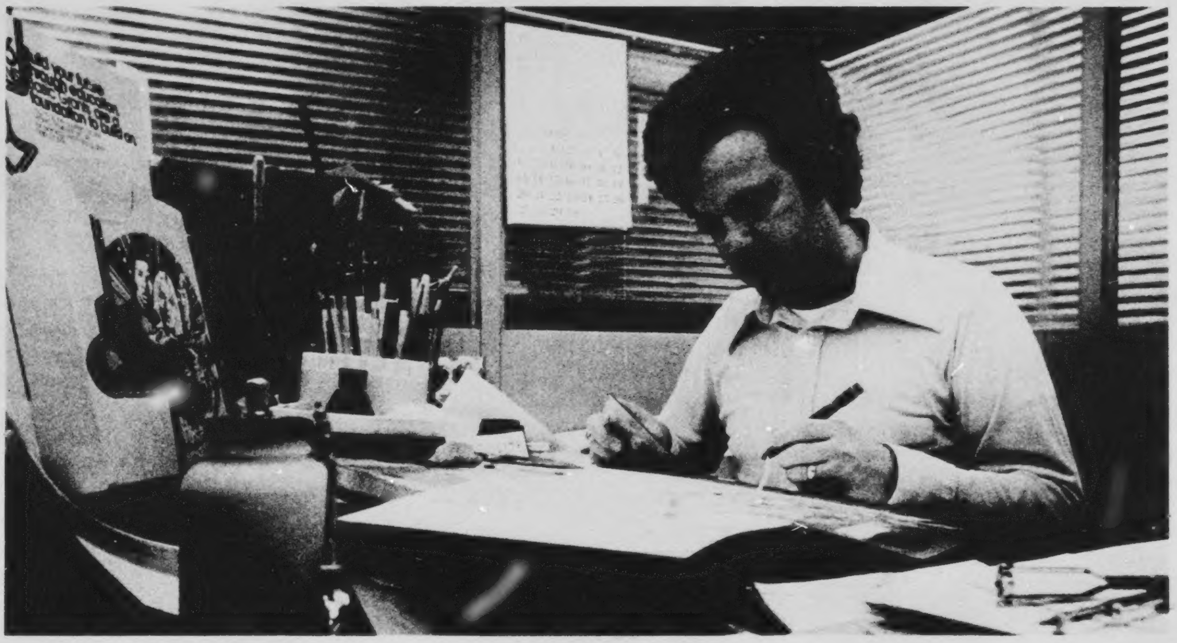
Qualifications: Most teaching positions require at least 18 semester hours of education and, for some positions, there may be additional experience or educational requirements. Guidance counselors must have 6 semester hours of education and 12 semester hours of psychology and guidance subjects directly related to education, plus supervised practice counseling. Standards may vary significantly for other types of positions in the education field.

Librarian

The Federal Government maintains several types of library facilities requiring the services of professional librarians. For example, there are specialized libraries serving agency personnel, hopsital libraries especially adapted to the needs of patients, and libraries similar to public libraries but serving military personnel and their dependents. In general, the work involves selecting, cataloging, and classifying publications; and rendering reference, bibliographical and other library services. Almost three-fourths of all librarians in the Federal service are found in five library systems: Army, Navy, Air Force, the Veterans Administration, and the Department of the Interior. (The Library of Congress appoints librarians under its own regulations and is not under the jurisdiction of the U.S. Civil Service Commission.) However, practically all Federal agencies have libraries, and together they employ a total of around 3,500 librarians. There are good opportunities for advancement to the middle grade levels in this career field, and for movement to different parts of the United States and abroad.

Qualifications: To qualify at the entry grade level in all Federal agencies, candidates must have completed 1 full year of graduate study in library science. For positions with the Veterans Administration, a bachelor's degree which included or was supplemented by 24 semester hours in library science, plus 1 year of work experience which included duties in one or more of the functional areas of librarianship is also qualifying. Completion of a masters degree or 2 full years of graduate study in library science will qualify for a higher starting grade in any Federal agency.

General Arts and Information



Illustrator

Illustrators in the Federal service produce a broad spectrum of art—using many methods of illustrating both general and scientific subject matter for publication, exhibition, scientific record, and identification. Much of the work is of a specialized nature in a scientific or technical field such as botany or entomology.

There are nearly 3,000 illustrators in the Federal service, so opportunities for employment and promotion are good. There is great variety in media used, purposes for which the art work is used, and specialized knowledge needed. These positions are scattered widely throughout the Federal service.

Qualifications: No specific amount of experience is required for eligibility at any of the grade levels covered. The salary level will be determined by an evaluation of twenty 35mm slides of work, and experience and education as determined from the application and supplementary forms.

Illustrators will be rated on their skill in drawing with and without instruments in a variety of mediums, ability to illustrate within a wide range of subject matter knowledge or within a specialized area of knowledge, and ability to prepare artwork for reproduction.

Printing Specialist (or Printing Officer)

The Government Printing Office is the major source of printing in the Federal service, but almost every Federal agency employs one or more printing specialists to provide staff management and technical assistance in its printing and publications program. Internal agency facilities may be used to print employee newsletters, forms, regulations, recruiting literature, and other materials. The printing specialist may set up agency standards for printing services, determine whether latest developments in commercial printing are applicable to the agency's needs, review printing contracts, and be responsible for inspection of the printing facilities used in these contract jobs.

Printing officers procure, store, and distribute an agency's published material. They may have responsibility for the management of complete production operations, or for the establishment and maintenance of production schedules.

The Government Printing Office has a formalized Printing Specialist Trainee Program for college students with majors in printing management or printing technology. The training schedule includes rotational assignments through various organizational segments, interspersed with lectures, technical training sessions, field trips to customer agencies, and other related training activities. The program is designed to prepare them to assume responsibilities in such areas as negotiation and administration of contracts, scheduling for commercial procurement, preparing estimates, production methods, examining and certifying vouchers, and processing contractual and tort claims.

There are about 1,000 of these positions located throughout the government, so opportunities for advancement to the intermediate levels are excellent.

Qualifications: 4 years of college study, including 24 semester hours or more in accounting, business administration, commerce, economics, English composition, printing or industrial engineering, journalism, or graphic or commercial art.

Public Information Specialist

Public information specialists collect and disseminate information about Government programs—using public channels such as newspapers, radio, television, and magazines to reach the general population. They also help to inform the various organized groups affected by Government programs and they conduct studies to determine the degree of public understanding of their agency's work. When agency officials need to bring agency programs or actions to public notice, public information specialists help to plan the techniques which will be used in the effort.

Opportunities for advancement are good since the Government has over 2,000 public information specialists positions. About 50 positions are filled each year at the entry levels. Information specialists are employed by many agencies and it is possible for a qualified applicant to find employment in a program area that especially interests him.

Qualifications: 4 years of college study in any major field.

Translator Analyst

Using such research tools as technical and general-purpose foreign language dictionaries, or associated literature in English on specialized fields of study, translator analysts produce accurate English translations of written or recorded foreign-language material. These transactions are rendered either as comprehensive versions or as abridgments of the original, with the intention that they be incorporated in reports on assigned topics. Translator analysts may also conduct language research involving systematic accumulation of data leading to the production of reference publications and training aids.

The graduate with exceptional language ability may either be assigned immediately to translating duties, or selected for advanced, refresher, or special vocabulary training. In some agencies, a person selected for a language position may eventually be trained in an entirely new, language. A candidate who demonstrates high potential may participate in a long-range development program, with intensive formal and on-the-job training provided by the employing agency. Job-related, after-hours graduate courses are often presented at local universities, and agency sponsorship may be available on a partial tuition reimbursement basis. Entry-level translator positions may lead, through a series of mid-level positions requiring both language and managerial abilities, to senior linguist positions.

Although a variety of languages taught at the college level have application, directly or indirectly, many Federal agencies consistently receive more applications from qualified graduates with proficiencies in French, German, Italian, or Spanish than they can accommodate in language-related assignments. Opportunities are therefore quite limited, except for individuals who demonstrate competence in one of the more exotic languages.

Qualifications: Most translator analyst positions require a demonstrated ability to read or to orally comprehend a foreign language, and to translate that language into grammatically correct English. Fluency in speaking the foreign language is generally not required, but knowledge of its idiomatic and colloquial speech is often very desirable. Applicants must pass stringent language tests. For some positions it is also desirable to have a technical vocabulary in the foreign language, and a knowledge of the specialized subject-matter field with which the job is concerned.

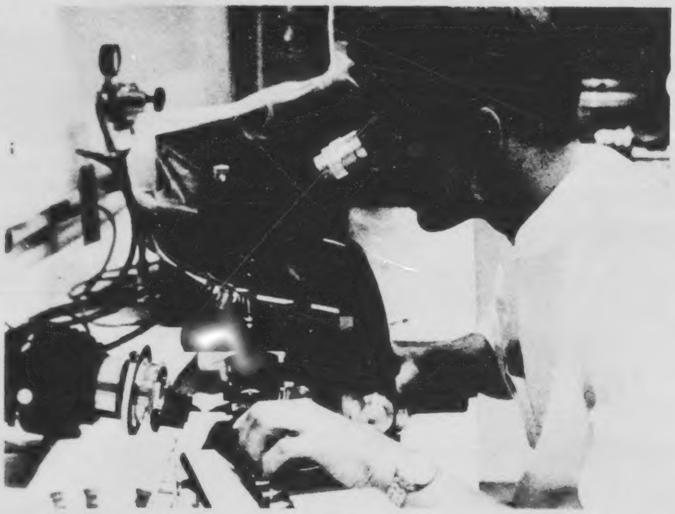
Writer-Editor

The Federal service employs writers and editors to produce articles; press releases; periodicals, pamphlets and brochures; speeches; and radio, television or motion picture scripts. These employees occupy key positions in maintaining and facilitating avenues of communication between American citizens and their goverment. The writer must usually research the subject to be presented, select information to be used, and write and edit the final manuscripts. This includes determining a style and manner of presentation consistent with the interests of the audience. Writers may also specialize in technical fields such as engineering or social science.

Persons who have talent for writing in clear and readable style are offered numerous opportunities for advancement in this field. There are nearly 4,000 writer and editor positions scattered throughout most government agencies. Over 100 are hired each year at the entry levels, and experience gained as a writer or editor may also lead to high-level public relations jobs.

Qualifications: 4 years of college study. For positions in scientific or technical writing, 15 semester hours of study in the appropriate subject-matter are required.

Biological and Agricultural Sciences



Agricultural Commodity Grader

Agricultural commodity grading functions performed by the Department of Agriculture provide a vital service in the regulation of agricultural trade. An Agricultural Commodity Grader examines cotton, dairy products, fruits, grain, meats, poultry, vegetables and wool for the purpose of classifying, grading, or certifying the commodities in accordance with official standards and regulations.

This is a very specialized occupation. Agricultural Commodity Graders are employed in terminal markets, commodity exchanges and food processing plants throughout the United States. Most positions are filled at the GS–5 entry level, with a few filled at the GS–7 level. Experience gained in Grader positions may lead to higher grades in the field or to other positions, such as Agricultural Marketing Specialist, Agricultural Market Reporter, and other positions concerned with agricultural standardization, regulations, and program activities.

Qualifications: Most positions require completion of a four year college level educational program for the entry level. Specialized work experience and advanced education may qualify at a higher level. The specific subject matter requirements are determined by the agricultural commodity specialization for which applying. Typical major fields of study include Agriculture, Animal Science (Husbandry), Agricultural Marketing, Economics, Agricultural Economics, Horticulture, Dairy Industry, Plant Pathology, Plant Physiology, and related agricultural courses.

Agricultural Management Specialist:

Providing supervised credit to family farmers, rural residents and small rural communities is a major responsibility of agricultural management specialists employed in county offices by the Department of Agriculture. In recent years, these duties have been greatly expanded to include carrying out policies and programs of the Rural Development Act. The specialist helps borrowers gain maximum use of funds through counseling and technical assistance.

The agricultural management specialist administers many credit plans that are designed to broaden the economic and social opportunities in rural America. These plans include loans for individual and multifamily housing; emergency credit, as well as ownership, operating and a variety of other programs benefiting family farmers; loans to develop health care centers and other community facilities, water and sewer systems and solid waste removal facilities, and job-creating business and industry in rural communities. They also assist rural youth in organized rural development projects.

The position involves knowledge of the basic principles and practices of credit, farm management, crop and livestock production, soil conservation, water management, home construction, business practices and real estate financing.

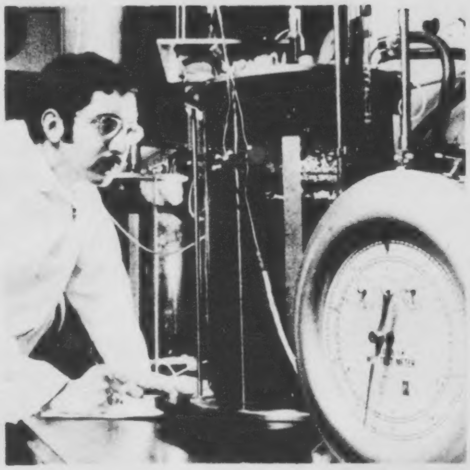
There are over 3,000 agricultural management specialists in the Federal service. Approximately 50 to 75 vacancies are filled each year at the entry level. New appointees undergo a 6-month period of induction orientation and on-the-job training to provide them with the knowledge and skills required for a career in this field. There are opportunities for promotion to the journeyman level in county positions. Advancement to higher levels in state offices and in the national office is made from county positions. Willingness to move to other offices as vacancies occur may result in more rapid advancement.

Qualifications: A major is required in farm, livestock or ranch management; agricultural economics, agricultural education, agronomy, husbandry, agricultural engineering, general agriculture, horticulture or other directly related fields.

Animal Husbandman

These are research positions dealing with the breeding, feeding, and management of various classes of farm livestock. Research is designed to secure families, strains, or breeds of animals for purposes of increasing the quantity of improving the quality of livestock and animal products; developing desired traits; or determining the feed and nutritional requirements for efficient production. These positions involve working directly with experimental livestock or poultry for a considerable portion of the time, the accumulation of data and their analysis, and the preparation of reports.

This work is generally performed in the interesting and pleasant surroundings of an experimental farm. Opportunities for promotion are good and are determined by the individual's response to the challenge of the work. These jobs are found primarily in the Department of Agriculture. Opportunities are limited, with only around 100 of these professionals employed in the Government.



Qualifications: 4 years of college with major study in animal husbandry, dairy husbandry, poultry husbandry, or a closely related discipline or field of animal science. Courses must have included at least 30 semester hours in the basic biological and agricultural sciences, with a minimum of 20 hours in animal science. In addition, at least 10 of the required 20 hours in animal science must have been in animal, dairy, or poultry husbandry, as appropriate.

Entomologist

Employed primarily in the Department of Agriculture, entomologists conduct research or participate in operational programs concerning insect taxonomy and the role of insects as factors in the spread of disease. This includes research on biologcal control (parasites, sex attractants, sterilization, etc.) or on the responses of insects to various frequencies and intensities of sound. The entomologist may also investigate insects for the control of weeds, evaluate insect-resistant plant varieties, and manage bees for honey production. In the Food and Drug Administration (HEW), they participate in enforcement teams inspecting sanitary conditions of food, drug, and cosmetic establishments. Though there are over 700 of these positions in Government, hiring at the entry levels is limited.

Qualifications: Candidates must have completed 4 years of college study with a major in entomology or a closely related discipline or field of the biological and physical sciences. Study must have included at least 30 semester hours in basic biological or physical sciences, with a minimum of 16 semester hours in entomology.

Fishery and Marine Fishery Biologist

(Includes positions of **Fish Hatchery Manager, Fishery Management Biologist,** and **Fishery Research Biologist.**)

The research biologist determines the biological facts and principles necessary for the conservation and management of fish and other aquatic animals, including crustaceans and mollusks. The fishery manager uses the knowledge thus developed to establish procedures for the propagation, distribution (stocking) of food and game fish and lobsters, and in management of the fisheries carrying out this work.

For persons with qualifications in this field, opportunities for interesting and varied assignments are very good. Most positions are in the Fish and Wildlife Service of the Interior Department or in the National Marine Fishery Service of the Department of Commerce and are located throughout the United States. They offer exceptional opportunities for pleasant outdoor work. There are nearly 1,000 of these positions in Government.

Qualifications: For the fish hatchery manager positions, the requirements are 4 years of study in a college or university, with major study in fishery scence, fishery management, aquatic biology, or a closely related field such as biology, biochemistry, bacteriology, or nutrition. For positions of fishery management biologists, the requirements are a 4-year course of study in a college or university, with at least 30 semester hours of course work in biological science. This course work must have included at least 6 semester hours in aquatic or fishery biology and at least 12 semester hours in the animal sciences. For research positions, the requirements also include 15 semester hours in mathematical and physical sciences.

Forester

Foresters are actively concerned with the scientific management of forest land for the continuous protection and conservation of one of America's most vital resources. They help meet the need for forest products and arrange for proper forest use. At the same time they develop the forests for other, multiple uses on a sustained-yield basis. Foresters devise methods of protecting the forest from fire, disease, and insects; they manage wildlife habitats and are responsible for flood control, soil conservation, and watershed management. The development of recreation facilities in the National Forests and Parks is also an increasing part of the forester's responsibility. Research foresters explore the complex problems involved in scientifically utilizing and managing forests. There are nearly 4,800 positions in this career field and they are located nationwide. Primary employers are the Department of Agriculture and Interior. The work is varied and there are alternating periods of desk and outdoor work. Competition is kean for approximately 150 positions filled each year at the entry level.

Qualifications: A bachelor's degree with major study in forestry or a closely related field. The course of study must have included at least 24 semester hours in forestry, diversified enough to fall within at least four of the following specialized fields: silviculture, forest utilization, and related studies such as forest engineering, forest recreation, range management, watershed management, and wildlife management.

Forest Products Technologist

Forest products technologists are concerned with the study of wood and wood products and their utilization. The work includes improvement of methods used to produce, harvest, and utilize woods and their byproducts. Other studies are related to the identification of different types of woods and their chemical properties, and the protection of wood against weatheing, decay, insect damage, and fire. Forest products technologists develop veneers and other laminated wood products, and new methods for using wood in packaging and for other such applications.

There are about 125 of these positions in the Government. The bulk of them are located in the Forest Service of the Department of Agriculture.

Qualifications: For the entrance grade, 4 years of college study with a major in one of the following: wood technology, wood utilization, forestry, botany, chemistry, physics, engineering, or a closely related field of science.

Home Economist

Home economists usually work in an area of specialization, such as food and nutrition, textiles and clothing, or housing and household equipment. Typical of the tasks of home economists are the translation of human needs for calories, protein, minerals, and vitamins into family food plans at different cost levels, and research which puts preparation of foods on a more scientific basis so that homemakers may enjoy safety and economy while purchasing better products.

These positions offer opportunities for a satisfying career in the development and dissemination of scientific facts that can be put into practice for a better-fed, better-clothed, and better-housed America. A majority of the positions are with the Department of Agriculture, in the Washington, D.C. area and throughout the United States. Opportunities are limited as there are less than 200 home economists in Federal service.

Qualifications: The requirements are 4 years of college study with major study in home economics or a closely related discipline or field of science. This course of study must have included at least 20 semester hours in (or directly applicable to) one or more of the following fields of home economics: foods and nutrition, home management and household economics, housing and household equipment, textiles and clothing, or child and family development.

Microbiologist

Microbiologists in the Federal service generally work in a specialized area such as medical, soil, or food bacteriology. For example, they investigate the nature and efficacy of chemotherapeutic treatments, antitoxic sera and vaccines, disinfectants, and antibiotics in the prevention and treatment of diseases in humans. They also investigate the influence of soil bacteria in ammonia production, nitrate reduction, nitrogen fixation, and other processes in the soil, or the role of bacteria in the production of fermentation products.

Almost 1,500 of these positions are found in the Government, with over 50 vacancies filled each year at the entry grades. The opportunity for employment is good. Laboratory facilities are modern, and microbiologists are offered truly worthwhile and satisfying careers in a vital public service. These jobs are located mainly in the Veterans Administration and the Departments of Agriculture; Army; and Health, Education, and Welfare.

Qualifications: The requirements are 4 years of college study with a major in microbiology, bacteriology, biology, or chemistry, with at least 30 semester hours in biological science (at least 20 semester hours of which are in microbiological subjects), and 20 semester hours in the physical sciences and mathematics, including course work in qualitative and organic chemistry or biochemistry, physics, and college algebra.

NASA Life Scientist

Life scientists in the National Aeronautics and Space Administration are concerned with planning and developing life support systems and techniques for aerospace flights; conducting research on the origin and nature of life in the universe; studying the effects of the space environment upon living organisms; and conducting studies of the effects of space stresses upon the psycho-physical responses of man functioning as an integral part of a man-machine system. They conduct research in the areas of life environment, bioradiation, human and animal behavior, environmental control, biochemistry, psychology, plant studies, physiology, molecular biodynamics, radiobiology, neurobiology, chemical evolution, biological adaptation, life detection systems, man-machine systems, environmental physiology, human performance medical studies, manned systems engineering, and bionics.

Qualifications: Candidates may qualify with a major in the biological or behavioral sciences, or other life sciences, including 20 semester hours of physical science or engineering. A major in engineering or physical science, including 20 semester hours of physiology, psychology, or other appropriate life sciences, is also qualifying.

Plant Scientist

(Includes positions of Agronomist, Botanist, Horticulturist, Plant Ecologist, Plant Geneticist, Plant Pathologist, and Plant Physiologist.)

All of these positions have the common aim of increasing productivity and improving the quality of farm crops, fruits, vegetables and other plants. **Agronomists** and **Horticulturists** carry on research in the application of fundamentals of plant soil, and related sciences to problems of field crop, conservation crop, and fruit and vegetable crop production. **Botanists** perform research on the taxonomy and nomenclature of plants; **Plant Ecologists** research the climatic and other environmental and ecological factors affecting plant growth and development; **Plant Geneticists** research inheritance and interaction of genetic characteristics, their environment, and basic physiological principles; **Plant Pathologists** study plant diseases; and **Plant Physiologists** study physiological processes in plants, such as the effects of light, temperature, moisture, and chemicals on plant growth.

Expanding research programs, primarily in the Department of Agriculture, need qualified persons to carry on in this vital area. There are currently over 1,200 people employed in this field. Our population growth of about 2½ million a year means more mouths to feed and more backs to clothe, and the solution of many of the problems involved will depend on scientists engaged in these endeavors. These careers provide opportunity for both outside work and desk work, and the laboratories used are fine facilities of the most modern type. Opportunities for promotion are good.

Qualifications: The requirements are 4 years of college, with major study as specified for each of the following: botanist—24 semester hours in botany; agronomist—agronomy or closely-related field, with 30 semester hours in basic plant sciences and at least 15 semester hours in agronomic subjects; plant pathologist—plant pathology or closely-related field, including 20 semester hours in basic botany or plant science, with a minimum of 10 semester hours in plant pathology, plant physiologist—plant physiology or closely-related field, including 10 semester hours in plant physiology; geneticist—genetics or one of the basic biological sciences, including 9 semester hours in genetics; horticulturist—horticulture or closely-related field of basic plant science, with 30 semester hours in plant sciences, including at least 16 semester hours in horticultural subjects.

Plant Quarantine and Pest Control Inspector

Plant quarantine inspectors protect American agriculture by enforcing Federal plant quarantine and related regulatory orders to prevent the introduction and spread of injurious plant pests. They examine incoming carriers, cargoes, baggage, and mail for plant pests and for restricted or prohibited plant material. They also inspect, treat, and other-

wise safeguard importations of plant materials.

Plant pest control inspectors work on cooperative programs with interested States and the Republic of Mexico to suppress or eradicate agricultural plant pests. Emphasis is placed on pests of foreign origin and on native pests capable of sudden outbreaks which individual growers would not be able to control.

There are around 1,000 of these positions in the Department of Agriculture. Qualified persons interested in this career field may expect to make good career progress. Ability to deal satisfactorily with individuals and representatives of private industry, State, and Federal agencies is required in the performance of these duties, and most of the work situations involve travel.

Qualifications: A 4-year course of study in college, with major study in one of the biological sciences. This study must have included at least 20 semester hours in one, or a combination of, the following subjects: entomology, botany, plant pathology, nematology, horticulture, mycology, invertebrate zoology, or closely related scientific subjects.

Range Conservationist

Range conservationists in the Forest Service (part of the Department of Agriculture) and in the Department of Interior work in the National Forests and grasslands, where they develop the 106 million-acre range environment to its top potential and manage it for continuous production of forage for livestock or big-game grazing. Their duties include range surveys, range capacity studies, range ecology, seeding, and related studies and projects. They also may assist in the enforcement and provisions of grazing licenses and permits and in the sale and allocation of grazing privileges to qualified applicants. There are around 900 of these positions throughout the U.S. and its territories. The work is challenging and offers excellent opportunities for growth and promotion to positions of greater responsibility.

Qualifications: 4 years of college study, with a major in range management or a closely related field. This study must include 30 semester hours of courses in the animal sciences, plant sciences, soils, and natural resources management. At least 12 of the 30 semester hours must have been in range management.

Soil Conservationist (or Soil Scientist)

Soil conservationists carry on scientific work in a coordinated program of soil and water conservation to bring about sound land use, including water control and the prevention of soil erosion. They assist land owners and operators in preparing and implementing plans for conservation operations on individual farms, ranches, small watershed or other land units. They endeavor to treat each acre according to its needs, with the purpose in mind of making land secure for permanent high productivity.

Soil scientists work with geologists, engineers, chemists, physicists, soil conservationists, land-use planners, and other scientists in mapping the geological environment (or framework in which ground water occurs), and in defining the characteristics of the aquifers and the associated rocks that influence the occurrence, movement, conservation, and quality of ground water. They also conduct field and laboratory studies on soils and unconsolidated sediments from the standpoint of their distribution, their interrelated physical, chemical, and biological properties and processes, and their adaptation to agriculture.

There are 7,500 Soil Conservationists and Soil Scientists located throughout the United States and its territories. Approximately 300 to 350 positions are filled each year at the entry level. The major employers for these positions are the Department of Interior and Agriculture.

Qualifications: 4 years of college, with emphasis as follows: soil conservationists—major study in soil conservation or one of the closely-related fields, which must include 30 semester hours or equivalent in natural resources or agricultural fields, including the equivalent of three semester hours in soils; soil scientist—major study in soil science or a closely-related field, with 30 semester hours in the biological, physical and earth sciences, including 15 semester hours in soils.

Wildlife Biologist (or Refuge Manager)

Work in this profession includes studies of distribution, abundance, habits, life histories, ecology, mortality factors, and economic values for the management or conservation of birds, mammals, and other wildlife.

Wildlife biologists conduct surveys, determine conditions and problems affecting wildlife, restore or develop wildlife habitats, regulate wildlife populations, and control diseases. The refuge manager prepares wildlife management plans, maintains refuge improvements and equipment, assures protection of wildlife, and performs other duties related to refuge management.

Biologists in the conservation area have excellent opportunities for satisfying careers in vital public service. Employees qualified to perform more difficult work have good chances for promotion. Nearly 1,000 of these positions are located throughout the United States and its territories. The majority are in the U.S. Fish and Wildlife Service of the Department of the Interior.

Qualifications: For refuge management positions, 4 years of college study, with a major in zoology, wildlife management, or a closely related subject-matter field of biology is necessary. This must have included 9 semester hours in wildlife courses, supplemented by 9 semester hours in botany. For wildlife biologist positions, 4 years of college study, with at least 30 semester hours in biological science, is required. This course work must have included at least 9 semester hours in wildlife subjects, at least 12 semester hours in zoology, and at least 9 semester hours in botany or the related plant sciences. For research positions, the college study must have also included at least 15 semester hours in any combination of two or more of the following: chemistry, physics, mathematics, statistics, soils, or geology.

Medical and Health Sciences

Dentist

Dentists provide professional care in the prevention, diagnosis, and treatment of diseases, injuries, and deformities of teeth and other structures of the mouth. Federal dentists may also work in research, dental public health, or in specialties such as endodontics, oral surgery, oral pathology, orthodontics, pedodontics, periodontology, or prosthodontics. Federal dental programs emphasize comprehensive management of a patient's dental health.

There are over 1,000 dentists in the Federal Government, and the Veterans Administration, with more than 800, is the largest employer. Comprehensive dental care is provided to patients in the VA's health care facilities. The primary mission of the VA Dental Service is direct patient care complemented by research and education. The VA provides a stimulating environment for professional development and interprofessional cooperation in service to the individual patient. VA staff dentists are encouraged to engage in research—basic and clinical. The VA is also committed to a broad program of continuing education, such as attendance at post-graduate courses, courses offered by the VA Dental Training Center in Washington, D.C., intra-VA education assignments to other hospitals and clinics, faculty appointments in affiliated dental schools, and the nation's largest dental residency training program.

Qualifications: The degree of Doctor of Dental Surgery or Doctor of Dental Medicine and current licensure is required.

Dietitian

Dietitians in the Federal Government are employed primarily in hospitals and outpatients clinics. They perform the full range of professional dietetic duties in the areas of program development, organization, management, clinical dietetics, education, and research. Dietitians must be able to assure safe and efficient preparation and service of food to meet the changing nutritional needs of patients. Their prime objectives are to provide complete dietary case based on the application of current accepted findings and maintain progressive patient education programs.

Opportunities for employment are good. There is a total of some 1,000 dietitians in the Federal Government with almost 900 employed by the Veterans Administration (VA). The Department of Health, Education, and Welfare is another large employer of dietitians.

Qualifications: A bachelor's degree in a curriculum approved by the American Dietetic Association (ADA) is qualifying for the entry level. Completion of a hospital, clinic, college or commercial internship approved by the ADA is qualifying for entry at a higher grade.

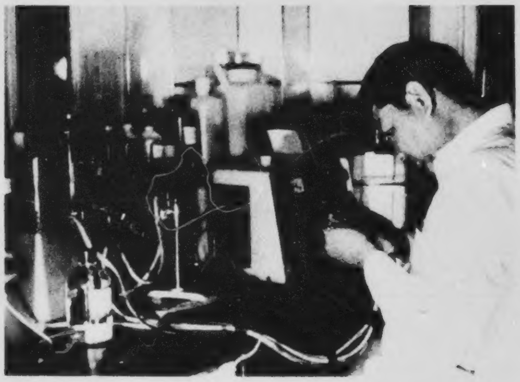
Industrial Hygienist

Industrial Hygienists in the Department of Labor are involved in the study and control of occupational diseases and environmental factors affecting employee health. They develop and implement research projects on physical and safety standards, provide technical and consultative assistance in the development of industrial hygiene programs, conduct training, and serve as expert witnesses in noncompliance cases.

Qualifications: Bachelor's degree in engineering, physical or natural sciences, including at least 15 semester hours in chemistry, plus courses in qualitative and quantitative chemical analysis.

Medical Technologist

Medical technologists perform a variety of professional duties in medical laboratories, testing samples of body fluids and tissues. They use a battery of complicated, precision instruments, new and improved methods, maintain and calibrate the instruments, and standardize procedures and equipment used in a clinical laboratory. They are responsible for accurate presentations of findings and for recognizing irregularities and deviations from the normal. Physicians use their reports in their diagnosis, care, and treatment of patients. Medical technologists may work as "generalists" or may specialize in one of the



fields of medical technology, such as chemistry, microbiology, hematology, or blood banking. Most positions involve teaching and/or training medical technicians or other medical personnel.

This is a comparatively new and expanding profession. Opportunities for steady advancement are readily available. Positions are located primarily in the Veterans Administration, HEW, and the Department of Defense.

Qualifications: Candidates must meet one of the requirements listed below:

a. A bachelor's degree in medical technology.

b. 3 years of college study which meet the requirements for entry into and successful completion of a 1-year training course in an accredited school of medical technology.

c. 3 years of college study and successful completion of a program approved by a nationally recognized accrediting agency in the field of cytotechnology or histopathology.

d. A bachelor's degree in chemistry or in one of the biological sciences, including or supplemented by experience and/or training covering several fields of medical laboratory work.

e. 3 years in college, with at least 36 semester hours in chemistry and biology courses and at lsast 1 year of successful experience and/or training covering several fields of medical laboratory work.

Nurse

There are three specialized types of professional nurses employed in the Federal service: clinical nurses who care for patients in the traditional hospital setting or who work in clinical, educational, or administrative positions; public health nurses who go into homes, schools, clinics, etc. to care for the sick and take positive steps to promote good health and prevent disease; and occupational health nurses who provide health services to employees of Government agencies. Altogether, they total over 23,000, with nearly 2,000 vacancies filled each year at the entry levels. Clinical nurses work in the hospitals of the Public Health Service, the military services, and the Veterans Administration. Public health nurses work mainly in the Indian Health Service of HEW, the Mental Health Administration, and the District of Columbia Government. Occupational health nurses staff small-scale health facilities in almost every major Federal installation.

Employment opportunities in this career field are numerous and varied and exist in all of the States as well as at overseas locations.

Qualifications: Completion of an associate degree program, or a diploma program of less than 30 months is fully qualifying for the usual entry level. Completion of a baccalaureate degree program or a diploma program of 30 months or more may be qualifying for a higher level. Education, in any case, must have been gained at an accredited school. All applicants for nurse positions must also have an active, current registration as a professional nurse in a State, the District of Columbia, Puerto Rico, or territories of the United States.

Public Health Nurses generally begin at a median entry level. To qualify, applicants must have a total of 3 years of appropriate education (or 2 years of education plus 1 year of experience). In addition, they must have completed 30 semester hours in a public health nursing program approved by the National Nursing Accrediting Service.

Nurse (Veterans Administration)

Registered nurses in the VA practice their profession in a wide variety of settings. Treatment modalities such as intensive care alcohol and drug treatment, coronary care, hemodialysis, respiratory care, epidemiology, extended care, gerontology, spinal cord injury, nurse administered units, and ambulatory care offer many clinical choices. There are also opportunities for clinical specialists and nurse practitioners in addition to nurse researchers, educators, and administrators. Most of the 171 VA hospitals are general medical, and surgical facilities; a few are psychiatric.

With over 23,000 RNs employed in the VA and some 5,000 new hires each year, nationwide employment opportunities are excellent.

Qualifications: Graduation from an approved school of nursing and current licensure in any state, territory, or commonwealth of the U.S. or District of Columbia is required. New graduates may be employed pending state board examinations.

VA nurses are appointed at one of several grades depending on the extent and nature of their education and professional experience. No Civil Service examination is required.

Occupational Therapist

Employed in treatment centers and hospitals throughout the United States, these specialists plan, administer or supervise medically prescribed occupational therapy treatment. They make scientific use of remedial activities such as machine and hand crafts selected and adapted to provide restoration of muscle function and joint motion; improved work tolerance; relief from mental and emotional strain; and motivation to return to a normal life. Treatment may be administered to patients having tuberculosis, general medical or surgical conditions, or psychiatric and neurological conditions. Some occupational therapists may also conduct special training programs for other occupational therapists, trainees, or assistants.

Principally located in the Veterans Administration and in the Departments of Defense and Health, Education, and Welfare, these positions offer good opportunities for promotion. There are approximately 800 now employed in this field, with about 80 hired each year at the entry level.

Qualifications: To qualify, candidates must have graduated from a school of occupational therapy approved by the Council on Medical Education and Hospitals. In addition, they must have completed the clinical requirements prescribed by the degree-awarding school.

Pharmacist

Pharmacists in the Federal Government perform the full range of professional duties performed by pharmacists in private practice. They are responsible for compounding and dispensing prescriptions, developing new products or dosage forms, preparing large-volume stock items, and advising other professional staff members on drug properties and characteristics. Some also participate in hospital teaching and research programs.

There are over 1,500 pharmacists in the Federal Government. There are opportunities to practice in the highly professional atmospheres of the finest hospitals and outpatient clinics, with incentive for professional administrative growth and advancement through attendance at institutes, seminars, and refresher courses in hospital pharmacy and administration. The Veterans Administration offers internships leading to registration, and residencies concurrent with graduate work leading to the master's degree.

Qualifications: For regular entry, a bachelor's degree from an accredited school of pharmacy and registration as a pharmacist will be needed. Graduation from a 5-year

program, plus completion of a 1-year internship and licensure will qualify applicants for entry at a higher level.

Physical Therapist

Physical therapists administer or supervise treatment of patients by use of physical agents such as light, heat, water, electricity, massage, and therapeutic exercises. They may also perform tests to determine muscle, nerve, and skin conditions or reactions, or they may conduct special training.

Around 900 men and women are employed in this field and the average yearly intake at the entry levels is somewhat less than 100. The field offers fine opportunities for advancement. Principal employers are the Veterans Administration, HEW, and the Defense agencies.

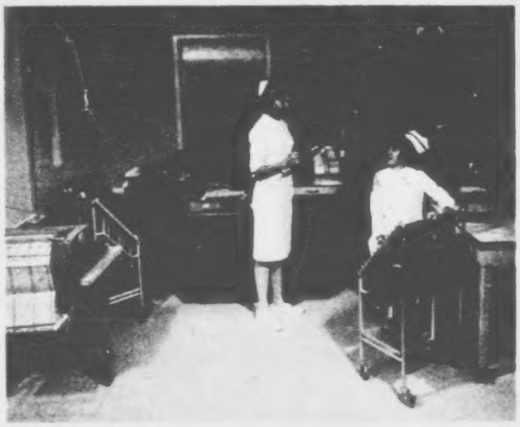
Qualifications: Graduation from a school of physical therapy approved by the American Medical Association, plus successful completion of the clinical affiliation requirements prescribed by the school.

Physician (Medical Officer)

The nearly 10,000 physicians in the Federal service conduct research, advise, administer, supervise, or perform professional and scientific work in one or more of the functional fields of medicine (clinic, preventive, research, disability evaluation, training, or administration) and in the specialty fields of medicine.

The Department of Medicine and Surgery of the Veterans Administration employs some 8,200 physicians nationwide in clinical practice and in medical research at VA hospitals and clinics. There are unusual opportunties for study, diagnosis, and treatment of patients representing a wide variety of clinical problems. The abundance of clinical material, the modern facilities for professional endeavors, and the ready availability of consultation with prominent medical specialists from the professional community contribute to the enjoyment of an extremely gratifying type of medical practice. Those physicians who are employed in the VA's network of regional (benefits) offices under the Department of Veterans Benefits serve as medical rating specialists, resolving veterans' claims for disability compensation or pension. A physician serves as the medical authority on a three-member rating board.

Unique opportunities also exist in the Environmental Protection Agency for medical officers. They conduct epidemiologic, clinical, and experimental animal research in efforts to clarify the relationship between air pollution and disease; study the delayed effects of atomic radiation; and research the effects of pesticides on human health. They also provide assistance to State and local health



departments, provide consultation, and lecture or conduct training courses on chemical epidemiology.

Other agencies that employ significant numbers of physicians include the Public Health Service, the District of Columbia Government, the Defense agencies, and the National Institutes of Health.

Qualifications: Graduation from medical school, internship, and licensure are required. Physicians enter at a relatively high level, depending upon training and experience. Some agencies offer residencies and internships.

Physician's Assistant

The Physician's Assistant occupation is relatively new in the health care field. The major employers of Physician's assistants are the Veterans Administration, Public Health Service, Indian Health Service, Bureau of Prisons and the District of Columbia. Employment opportunities in this field are extremely good. There are approximately 50 vacancies filled annually at the entry level, GS–7.

Physician's assistants provide diagnostic and therapeutic health care under a physician's supervision. Duties vary from taking patient histories, conducting physical examinations, providing long-term patient follow-up, ordering laboratory studies, performing diagnostic procedures to assisting in surgery. There are opportunities for specialization.

Qualifications: Candidates for positions at the entry level must meet both requirements: (1) a broad knowledge of the medical environment, practices, and procedures such as would be acquired by a bachelor's degree in a health care occupation such as nursing, medical technology, or physical therapy "or" by 3 years of responsible and progressive health care experience such as medical corpsman, nursing assistant, or medical technician, AND (2) completion of a course of study of at least 12 months, including clinical training or preceptorship, specifically designed for professional-caliber physician's assistants. Very stringent standards are applied in evaluating the quality of education and experience.

Speech Pathologist and Audiologist

These specialists perform professional work in communicative disorders. Their work includes research, consultation, and training, in hospitals and outpatient clinics. Concerned primarily with the rehabilitation of veterans and military personnel, they may test hearing acuity; select, fit, and train patients in the use of hearing aids; train patients in lip-reading; and administer speech and language instructions designed to enable patients to regain or retain intelligible speech.

This is a comparatively new profession and the total number in the Federal service is limited. It is, however, an expanding field and well-trained persons are much sought after for employment. The work is very rewarding, with great satisfaction being derived from seeing the results of one's efforts. The Veterans Administration and the military agencies are the prime employers of speech pathologists and audiologists.

Qualifications: Candidates must have a master's degree, in either speech pathology or audiology, which included at least 18 semester hours in the appropriate field. For positions combining the duties of speech pathology and audiologist, candidates must have a master's degree in either field, and a minor in the other, or one year of responsible experience in the other field. Those whose master's program consisted of at least 3 semester hours of academic training and 335 clock hours of clinical training are eligible for a higher entry level.

Veterinary Medical Officer

There are over 2,000 veterinarians employed in the Federal service, primarily in the Department of Agriculture. In the Animal and Plant Health Inspection Service they conduct nationwide, State-Federal cooperative programs for control and eradication of animal diseases; maintain an awareness of the overall disease situation, nationally and internationally, and the capability for dealing with foreign animal diseases; administer laws to insure humane treatment or transported livestock and certain laboratory animals; carry out activities relating to the collection and dissemination of disease morbidity and mortality information; license the production of veterinary biologics used for the prevention, diagnosis, and treatment of animal diseases; serve as the medical authority and/or food hygienist in meat and poultry slaughter and food products processing plants, and act as technical advisors to foreign meat and poultry inspection programs. Veterinary Medical Officers in the Agricultural Research Service conduct fundamental and applied research on diseases and parasites that affect domestic animals, furbearing animals raised in captivity, and poultry, including highly communicable foreign animal diseases of potential danger to this country. In addition, they may conduct research on internal and external parasites of animals, and on the toxicological and pathological effects of chemicals used in the control of livestock and plant pests.

Qualifications: To qualify at the entry level for veterinarians in the Federal service, applicants must have completed either a. or b., as follows:

a. A full course of study leading to the degree of Doctor of Veterinary Medicine (D.V.M.), or an equivalent degree in veterinary medicine, in an accredited school of veterinary medicine.

b. A full course of study in a nonaccredited school of veterinary medicine in the United States, plus 5 years of postgraduate professional veterinary experience.

Physical Sciences

Aerospace Technology Specialties

The National Aeronautics and Space Administration employs a large number of physical scientists, many of whom are in interdisciplinary specialties and who are trained in the broad areas of aerospace technology. Space scientists are engaged in the study of earth and planetary atmospheres, ionospheres, magnetic fields, geophysics, stars and planets, meteoroids, and the sun—all with the objective of understanding the origin and continuing evolution of the earth, solar system, and the universe. They explore the space environment using aircraft, balloons, sounding rockets, and spacecraft.

NASA operations personnel are engaged in planning, developing, coordinating and directing launch and flight operations. This involves: planning prelaunch and launch operations; developing procedures for preflight assembly and checkout; developing range safety, countdown, and launch procedures; arranging for range support; launching space vehicles; conducting mission operations, and evaluating flight operations. Also involved are crew training and missions simulation activites.

Other scentists are concerned with the research, development, test, and evaluation of flight systems. This is the broadest and most populous occupation in NASA and includes employees engaged in all areas of flight systems activity, such as: reliability, quality assurance, test safety, electrical systems, and the management of space vehicles, launch vehicles, aeronautical, and spacecraft projects.

Related specializations essential to the NASA mission include fluid and flight mechanics, materials and structures, propulsion and power, life sciences, measurement and instrumentation, and data systems and facilities.

Qualifications: A 4-year degree in any of the physical, biological or life sciences, mathematics, or engineering. Space scientist positions require 30 hours in any combination of astronomy, physics, mathematics, space science, or electronics. Course-work must include differential and integral calculus and 12 semester hours in astronomy and/or physics.

Cartographer

Employed primarily by the Defense Mapping Agency and the Departments of Commerce and Interior, cartographers are involved in the precise measurement and interpretation of basic data required for determining the position, elevation, and shape of geomorphic and topographic features and phenomena, or in determining physical characteristic of bodies of water used for navigation. They also prepare charts for aerial navigation and conduct research in surveying and mapping techniques and procedures. Their analyses may require soundings from hydrographic surveys, resolution of discrepancies between current and past data, and operation of stereoscopic instruments, computers, and other devices.

Over 3,000 cartographers are employed in the Federal service. There is a continuing need for qualified cartographers at the entry levels, and promotion opportunities are good. They may work in a variety of locations, including overseas. At the lower and middle levels, travel in connection with surveys is frequent.

Qualifications: Candidates may qualify with 4 years of college, including at least 18 hours in one or a combination of the following: cartography, photogrammetry, geodesy, or plane surveying. Some agencies are authorized to hire applicants who have a study which includes 5 semester hours of college-level mathematics (*i.e.* algebra, trigonometry, or analytic geometry or calculus) and at least

19 semester hours of related physical, natural, or earth sciences.

Chemist

Chemists are the largest group of Federal workers in the physical sciences (about 8,000) and the most broadly scattered throughout various departments and agencies. Highly advanced government programs of research and investigation are of such diversity of approach and interest as to include practically any special preference a prospective employee may have. In many cases, chemists are employed in laboratories with facilities and equipment not usually available in private research institutions. There are also opportunities for advanced study, continued professional growth, and for significant contribution in a number of specialized fields.

The work of chemists may involve the study of chemical properties of disease-causing organisms, the development of uses for by-products of agricultural processing, protection of crops from deterioration and spoilage, and development of methods for Department of Agriculture detection of pesticide residues on food plants. Department of Interior chemists work primarily in analytical, inorganic, and physical chemistry, concerned with such things as water-rock analysis, and the extraction of metals from ores. One area of rapidly growing importance is research in geochemical problems. Forensic chemists with the Department of Justice perform chemical and physical tests to establish the identity, condition and quality of substances suspected to be narcotics or dangerous drugs and to provide support in the enforcement of laws against narcotics and dangerous drugs. Chemists also work for the Food and Drug Administration in enforcement of regulations on standards for foods, drugs, and cosmetics. Numerous opportunities exist in other agencies as well.

Qualifications: 4 years of college, with 30 semester hours in chemistry, including quantitative analysis, inorganic, organic, and physical chemistry. In addition, at least 6 hours of physics and mathematics (through differential and integral calculus) are required.

Geodesist

Geodesists are hired primarily by military agencies and by the Department of Commerce. They determine, by observation and measurement, the exact positions of points and areas on the earth's surface. By so doing, they participate in the establishment and maintenance of the basic horizontal and vertical geodetic control network and in precise determinations of the directions and intensity of terrestrial and external gravity. Beginning geodesists usually spend a part of their early career in mobile field parties engaged in triangulation, traverse surveys, baseline measurements, leveling, and satellite applications.

Later, they may assume field party supervision, or move into staff support specialties involving the planning and direction of a geodetic data acquisition program. They may also advance into programs concerned with data reduction, evaluation, and utilization—including the application of geodetic data to mapping, engineering, and similar activites. Research specalists, particularly those with graduate degrees, conduct studies related to new techniques, instrumentation, and applications in such specialties as gravimetrics, photogrammetrics, earth configuration, polar motion, and earth tides. This is considered to be a critical-skill category, so employment and advancement opportunities are excellent.

Qualifications: Candidates should have 30 semester hours in any combination of mathematics (including differential and integral calculus), physics, geodesy, geophysics, astronomy, surveying, or engineering sciences. The course of study *must* include differential and integral calculus.

Geologist

Most geological work in the Federal Government is aimed at definite economic objectives. However, the programs are not primarily applied geology, but are mainly concerned with work that is more properly termed "background" or "objective research" work. It involves such activities as regional geological mapping and broad stratigraphic and structural studies of entire mining districts or areas that are believed to hold promise for the discovery of minerals or fuels. It may also involve research aimed at developing or refining techniques that may prove useful in the search for minerals. Investigations are designed to provide background data needed for planning and conducting the enormous Federal programs of river basin development. Some positions are in the field of engineering geology, which involves investigating and advising on geological problems connected with construction sites and materials.

There are about 1,800 geologists employed in the Federal Government, and opportunities for advancement are good. This career field also offers opportunities for outdoor work, and some of the work involves a fair amount of travel. The Departments of Defense, Interior, and Agriculture are among those that employ geologists.

Qualifications: 30 semester hours in geology, including geomorphology, structural geology, mineralogy, petrology, paleontalogy, and stratigraphy; plus 20 semester hours in any combination of mathematics, physics, chemistry, biological science, engineering, geophysics, meteorology, hydrology, oceanography, or other directly related fields.

Geophysicist

There are around 400 geophysicists in the Federal service, generally specializing in geomagnetism, seismology, or geophysical exploration. In the Department of Interior, geophysicists conduct laboratory and field studies of the physical properties of rocks and minerals and the responses of these materials to applied physical forces and fields. They may also work with geologists, engineers, chemists, and others in mapping the geologic environment in which petroleum, natural gas, other forms of energy, usable minerals and ground water occurs. In the Department of Commerce, geophysicists make seismic, gravimetric, and geomagnetic observations at field observatories. New appointees may begin their careers installing, calibrating, maintaining, and operating the specialized equipment; or they may become involved in analyzing records and compiling statistical data for scientific reports and papers in headquarters offices. They receive their field experience as they become proficient in working with these data, and may eventually move into supervisory positions in the field or concentrate on advanced office procedures in analyzing and using geophysical data.

These positions frequently involve travel throughout the United States and, in some cases, at sea. Although the number of jobs in this field is small, promotion opportunities are good. The variety of assignments and the fact that this science overlaps with other related disciplines add to the stimulating nature of the work.

Qualifications: Applicants may qualify with at least 30 semester hours in mathematics and the physical sciences. At least 20 of the 30 semester hours must be in a combination of geophysics, physics, and mathematics, including differential and integral calculus. For positions which require the geological interpretation of data, course work must have included at least two of the following subjects: structural geology, regional geology, stratigraphy, economic geology (metals, nonmetals, mining, fuels, ground water, engineering), or field geology.

Hydrologist

The Departments of Commerce and Interior are the principal employers of hydrologists in the Federal service, but there are also a few in the Department of Agriculture, the Federal Water Pollution Control Board, and the Environmental Protection Agency. It is a relatively new occupational field that might be expected to grow in the years to come. Currently there are slightly more than 1,000 of these positions and a few vacancies are filled each year at the entry levels.

Interior Department hydrologists investigate the transport of sediment and dissolved minerals in natural waters and the physical and biological changes resulting from this transport; they also investigate the properties of the water in its various states. At the Commerce Department, hydrologists make river, flood, and water-supply forecasts and do research needed to improve such forecasts. Trainees learn to interpret river and rainfall reports and to issue river and flood forecasts. With more experience, they adapt standardized forecast methods and cooperate in liaison activities with the Army Corps of Engineers and other users of river and flood forecasts. Research in the National Weather Service Headquarters is aimed at producing more accurate evaluation of the various phases of the hydrologic cycle. This includes work with radar, satellites, computers, and other equipment. There are opportunities for outdoor work and a fair amount of travel in this career field.

Qualifications: Candidates must have completed requirements for a major in physical or natural science or engineering that has included 30 semester hours in any combination of the following courses: hydrology, physical science (including geophysical sciences), engineering science, soils, mathematics, aquatic biology, or the management or conservation of water resources. The coursework must also have included differential and integral calculus and physics.

Metallurgist

Several agencies employ metallurgists to engage in research projects ranging from extractive metallurgy to fabrication operations. This may include basic research in physical metallurgy and the development of special-purpose alloys for armor, aircraft, jet motors, etc. In many cases, new employees will be members of project teams and have available the advice and counsel of recognized authorities in the field. Laboratory facilities are excellent and some have staffs of highly skilled mechanics and artisans to construct complex research equipment.

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SPECIMEN

There are about 600 people in this career field in the Federal service. The variety and scope of Federal programs offer challenging opportunities in rapidly changing and growing fields such as aircraft design and development, and atomic energy power, as well as in other established fields. Although the number of annual hires is low, approximately 20–30 positions, opportunities are excellent because of the limited number of trained persons in the field.

Qualifications: 20 semester hours in metallurgical subjects acceptable for credit toward a bachelor's or higher degree in metallurgy or metallurgical engineering.

Meteorologist

Weather forecasting is the predominant activity of meteorologists in the Government. In addition to local predictions, many special-purpose forecasts are made, such as airway forecasts, snow and ice forecasts for highway departments and transportation companies, and frost forecasts for fruit growers. Climatological survey work is applied to land utilization, air routes, weather and crop relationships, and the cumulative effects of weather on commerce and industry.

Research work is also conducted in the development of meteorological concepts and laws to explain atmospheric processes and development of improved techniques for weather analysis and forecasting. Such work includes the interpretation and application to meteorological problems of data received from weather satellites.

There are a large number of positions in this field (over 2,200), mainly in the National Weather Service (NWS) of the National Oceanic and Atmospheric Administration (NOAA) (a part of the Commerce Department). About 50 vacancies are filled each year at the entry levels. These positions are scattered throughout the country and offer employment opportunities in almost any locality in the United States and its territories. Promotion opportunities are very good.

Qualifications: 4 years of college study, which includes 20 semester hours in meteorology, including 6 hours in weather analogy, differential and integral calculus, and 6 hours in college physics. Specialized graduate work is recommended for persons interested in research positions.

Oceanographer

There are about 700 oceanographers in the Federal service; employed primarily in the Departments of Commerce; Transportation; Health, Education, and Welfare; Interior and Navy. In some cases, they spend a great deal of time at sea but, for the majority, most of their work is accomplished in laboratories on terra firma. They are primarily concerned with the tides and the dynamics of the oceans, the land-sea and air-sea interface, and the geophysical properties of the ocean floor.

This is a small but expanding field and opportunities for advancement are steadily increasing. A Federal career in oceanography provides opportunities for association with professional leaders in the field and for world-wide travel in connection with specific assignments.

Qualifications: Candidates must have 24 semester hours in oceanography or a related discipline such as physics, meteorology, geophysics, mathematics, chemistry, engineering, geology, or biology, plus 20 semester hours in any combination of oceanography, physics, geophysics, chemistry, mathematics, meteorology, or engineering sciences. Candidates who qualify on the basis of major study in biology or geology must show at least 6 semester hours in their major field directly concerned with marine science, or in oceanography. Candidates who qualify on the basis of the other physical sciences or engineering must show differential and integral calculus and at least 6 semester hours in physics.

Physicist

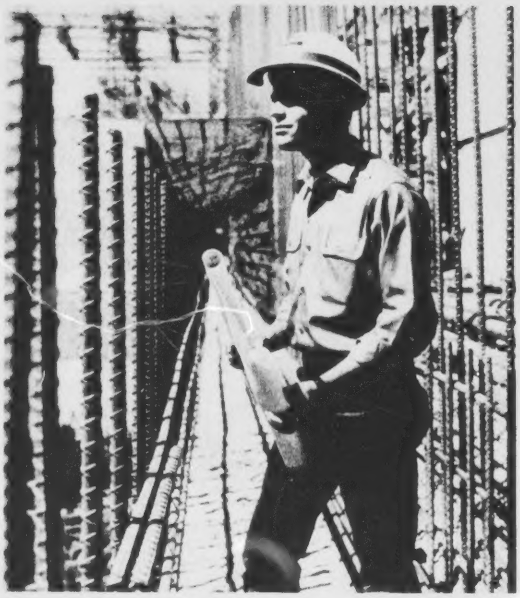
Physicists in the Federal service are engaged in basic and applied research, engineering, or evaluation. In the Department of the Navy, they may be concerned with a wide range of activities, including geometric and physical optics, mechanics of fluids and solids, solid-state physics, acoustics, electronics, atmospheric physics, electromagnetism, propulsion and energy conversion, detonation and high-pressure physics, molecular vibration, astronautics, aerodynamics, ballistics, underwater sound propagation, electrodynamics, hydrodynamics, mechanics, and systems analysis.

Department of Commerce physicists engage in large-scale atmospheric circulation studies, or in basic research on rock fracture mechanics. They develop new environmental sensors or other instrumentation; forecast solar phenomena or the state of the upper atmosphere; or study the physical characteristics of the earth and oceans. Most physicists with the Department of Commerce have completed graduate degrees. Relocation or temporary assignments sometimes are required to obtain data under certain conditions, such as in the equator or polar regions.

The Departments of Agriculture; Interior; Health, Education, and Welfare; Army and Air Force; and the Atomic Energy Commission also employ physicists. There are a total of nearly 6,000 in Federal service, with about 100 vacancies filled each year at the lower entry levels. The Federal Government offers opportunities for a rewarding career in any special area of research because of the great variety of programs. The equipment and facilities are seldom duplicated outside of government and one has the opportunity to make valuable contributions and to advance to more complex and difficult assignments.

Qualifications: Candidates must show 24 semester hours which include a fundamental courses in any two of the following: electricity and magnetism, heat, light, mechanics, sound, or modern physics.

Engineering and Architecture



Architect and Marine Architect

There are approximately 1,500 professional architects in Federal service and they are located throughout the United States and its territories. The Federal architect is responsible for the design and planning of virtually all types of structures, such as those required for the many activities of the Departments of the Army, Navy, Housing and Urban Development, Interior, the Veterans Administration, the General Services Administration, and many other agencies. Marine Architects are employed in the Maritime Administration of the Department of Commerce and at other agencies as well. Specifically, the architect's activities include the original development and preparation of project directives specifying material needs, and the translation of approved design drawings into architectual working drawings and details from which structures can be built. To accomplish this they do their own preliminary studies, site investigations, and cost estimates. As trainees, architects typically assist in designing projects, such as alteration or repair of existing facilities. After gaining practical experience, they may assume the role of project engineer on a construction project or manage a group of buildings with a gross floor space of several million square feet. Opportunities for promotion in this field are good.

Qualifications: Candidates must have a bachelor's degree with a major in architecture or architectural engineering; or a State license to practice architecture; or an equivalent combination of education and experience.

Engineer

Engineers in the Federal service are engaged in a wide variety of activities. The Federal Government is big—not just in its number of employees, but in the size of its responsibility. For the engineer, this means involvement in big projects the complexity and magnitude of which are unparalleled. Federal engineers, however, typically work in small teams, with ample opportunity for individual expression. Sending men to the moon, providing hydroelectric power for a whole geographic region, or helping local governments to solve their technical problems are examples of what Federal engineers do. They utilize some of the largest, most sophisticated, and highly instrumented testing and experimental devices in the world.

There are nearly 150,000 engineers in Federal service and several hundred are hired each year at the entry levels. A relatively small percentage of these jobs are located in Washington, D.C., with the remainder scattered throughout the country. Promotions are frequent and it is possible for an engineer to advance to the full-performance level within 3 years after entering on duty. Beyond that level, there are ample opportunities to compete for positions of greater responsibility and higher salary levels. Supervisory and administrative responsibilities can lead to even higher salary levels.

The Federal service provides room for professional growth, too. Many agencies have formal training programs of varying duration for newly appointed engineers. Later, they may sponsor attendance at professional conferences; encourage engineers to publish, teach or lecture; or provide opportunities for their employees to continue their training, either through government facilities or through colleges and universities, research laboratories, or professional institutes. Working hours can be adapted to employees needs.

Aside from general engineering, the Government also utilizes the talents of professionals in a wide range of engineering specialties. Among the agencies hiring the largest numbers are the Department of Defense, Agriculture, Interior, Transportation, and the National Aeronautics and Space Administration. It is impossible to deal with the total spectrum of engineering opportunities available in Federal agencies, but some are described below.

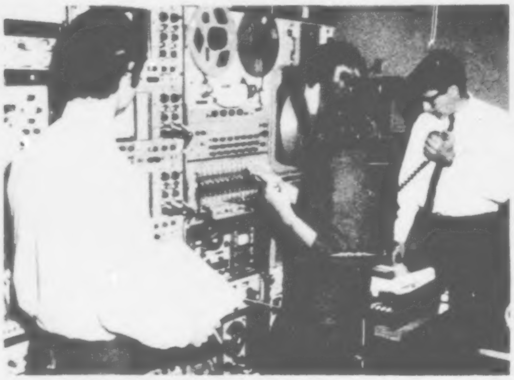
Aerospace Engineers number nearly 10,000 in Government. In the Department of the Air Force, they may be involved in the design and feasibility testing of rotary-wing aircraft, huge transports, short-take-off-and-landing aircraft, and variable-sweep supersonic fighters. Other projects are to be found in laser avionics, fire-control systems, and missiles.

In NASA, aerospace engineers in the measurement and instrumentation field research, develop, design, test and evaluate systems and equipment to measure and record aerospace physical phenomena. This work includes radio, optical, mechanical and telemetry systems and subsystems. Flight systems engineers are concerned with reliability, quality assurance, testing, safety, electrical systems, manned space flight systems, and the management of space vehicles, launch vehicles, and aeronautical and spacecraft projects. Engineers and scientists also research, develop, design, test and evaluate liquid, solid, electrical, and nuclear propulsion and power systems and determine the effects of space environments, flight dynamics, temperatures, erosion and other factors on the structures and materials of aircraft. Launch vehicles and spacecraft are another field of investigation, as is the area of fluid and flight mechanics. NASA facility engineers are also

engaged in the planning, development and design of facilities and equipment used for aerospace research.

In research and development laboratories, test ranges, and engineering centers of the Department of the Navy, aerospace engineers conduct aerodynamic design studies for a wide variety of vehicles and space-related systems and solve basic problems in theoretical and experimental aerothermodynamics, aeroballistics and hydroballistics. They also perform and assist in the design of instrumentation, and are involved in propulsion vehicle trajectories, performance and stability, stress vibration analysis, aeroelasticity, and dynamic load analysis—including the design and evaluation of prototype systems.

Electronic Engineers comprise one of the largest groups of engineering specialists in Government. There are nearly 16,000 of them and around 650 are hired each year at the entry levels. Electronics engineers in Army plan and supervise the construction of major communications facilities in every corner of the globe. They are also vital to the accomplishment of the mission of the Federal Communications Commission. The work of engineers with FCC covers almost every concept of modern electronic development. Some work assignments for new engineers include: study of theoretical and practical system design; review and analysis of technical proposals for the establishment of new radio facilities; studies of technical standards for transmitting equipment; construction and operation of test equipment; studies involving utilization of the radio spectrum and projects involving frequency allocation rulemaking; studies of proposed frequency assignments involving the FCC, other government agencies and foreign administration; and resolution of cases of radio interference among government, nongovernment, and foreign stations.



Electronic engineers in the Department of Interior are responsible for installing, testing, operating, and maintaining communications and control equipment necessary in managing and distributing electrical power. This equipment includes multiplexed microwave equipment; carrier-current telephone apparatus; relaying devices; telemetering and supervisory control equipment; and HF, VHF, and UHF fixed and mobile radio equipment.

In the Air Force, electronic engineers may work on virtually every piece of equipment or system under development by that service. They work on miniaturized solid-state VHF/AM radio sets, aircraft navigation and control systems, infra-red detecting systems, laser bombing systems and electron propulsion for space vehicles.

In the Navy, electronic engineers are utilized in research and development; systems coordination; installation, testing and operational evaluation; as well as in the management of an almost endless array of devices, projects, and systems. Some of these are shore communications and strategic data systems; shipboard and airborne navigation aids; electronic countermeasures; fire control radars; ASW surveillance systems; test equipment and instrumentation; command control systems, and equipment for special programs.

Navy **Electrical Engineers** are not only involved in R&D with respect to electromechanical components and systems, but in major power applications as well. The Navy designs, installs, maintains and reconfigures large shore-based and shipboard electrical generating and distributions systems—many of them equivalent to those serving sizable communities.

Civil Engineers are another large group, totaling over 17,000. Employed by almost every major Naval activity and by the Naval Facilities Engineering Command, which has a worldwide mission encompassing the planning, design and maintenance of permanent installations. They often perform as part of a team, contributing their knowledge to projects dealing with structures of hydromechanics. They may participate in the planning and design of whole bases—roads, airfields, buildings, drainage systems, water treatment and distribution plants, sewage treatment plants, floating structures, and cargo handling systems. Moreover, naval shipyards have a continuing need for civil engineers to work in their Design Divisions in close association with naval architects and sometimes to train as naval architects.

The Federal Highway Administration (Department of Transportation) also employs civil engineering graduates in a comprehensive 27-month training program of instruction and on-the-job training. The engineers receive five major assignments in various geographic areas of the country, highway construction projects, basic Federal aid operations, and a highway engineering and administration course, as well as a Washington office assignment and advanced field assignment. The training program for those with a master's degree in civil engineering is specifically designed for their area of specialization, or for their overall development as highway engineers.

HUD engineers provide technical advice to applicants for all kinds of HUD assistance. Such applicants include communities, colleges, nonprofit organizations seeking financial aid for public facilities projects, and low-rent housing or urban renewal activities. Engineers review the plans, specifications, and cost estimates; conduct engineering inspection at the project site; and recommend solutions to engineering design and construction problems.

In the Department of the Interior, civil engineers make design computations and prepare drawings for dams, canals, laterals, tunnels, and power pumping plants. They compute quantities for comparative or specifications estimates, and make calculations of hydraulic functions, such as velocity of water and heat and friction losses.

The Army Corps of Engineers needs **Civil, Construction, Solid Mechanics, Structural, Hydraulic, Mechanical,** and **Electrical Engineers.** The functions of the Corps include construction of military housing and dams, river channels, missile sites, space-launching facilities, pipelines, and airbases. The field of engineering investigations and planning may be of a particular interest to young engineers. They may examine soil and water conservation, hydroelectric power, recreation, and related developments—providing comprehensive plans for maximum benefit to the public. Among the 45,000 civilians in the Corps of Engineers, there are more than 9,000 engineers—the largest concentration of professional construction talent in the world.

The field of environmental protection is a promising one for engineers. The Environmental Protection Agency employs engineers as important members of its enforcement teams. **Civil** or **Sanitary Engineers** in the construction grants area review grant proposals for technical accuracy and inspect plans and construction sites to determine the amount of grant money available to State and local jurisdictions for the construction of waste disposal plants. Sanitary engineers may also evaluate proposals for dumping wastes into waterways, to determine whether such dumping will pollute and how far the pollution will carry.

Chemical Engineers are also employed by the Environmental Protection Agency, working on pilot waste treatment plants and studying methods for removing pollutants from the air or water by chemical and biological means.

In the Department of the Interior, chemical engineers can apply their training in several fields. They may work in developing and applying coordinated series of individual physical operations involving changes in chemical composition or physical state of materials. They may also be involved in constructing, operating, controlling, and improving methods and equipment.

There are over 10,000 **Mechanical Engineers** in Government, with about 500 recruited each year at the entry levels. In the Department of the Air Force, they may plan the construction of experimental models and test techniques for direct application to design aeronautical power plants, armaments, weapons and other mechanical equipment and components. They engage in the development and modification of reciprocating, gas tur-

bine, jet, and rocket engines. Others may work in the area of heating, ventilation, air conditioning, and other such systems. Trainees receive on-the-job training through work assignments alongside senior mechanical engineers. For example, they may develop graphical analyses, charts, or sketches to portray preliminary designs for presentation of experimental data; do layouts of transmission lines, pipes, controls and valves; or plan the functional arrangement of gauges, braces, motor, and material-handling equipment.

Almost every technological device or development requires the skills of the mechanical engineer. At Naval Rework Facilities, mechanical engineers provide enginering services for reciprocating and turbine engines and their accessories as well as for helicopter mechanical drive systems. In laboratories, mechanical engineers participate in the design of mechanical or electro-vehicles, sonar arrays, control mechanics, aerodynamic structures, and sensing and integrating acceleration devices. In a shipyard, a mechanical engineer must translate plants and preliminary designs into workable reality, oversee the installation of equipment, and supervise modifications. Thus, an engineer may be working in a laboratory on preliminary designs, or he may be located on a Navy base, modernizing the plant and physical facilities.

Naval Architecture is closely related to civil and structural engineering and to marine and mechanical engineering. There are over 1,000 naval architects in Federal service, all of them involved in concept formulation, feasibility studies, and basic prototype design with associated plans for all major combatant ships. These positions are located almost exclusively in the Naval Ship Research and Development Center in Washington, D.C.

Materials Engineers in the Department of the Air Force test and evaluate materials, primarily within the area of preservation and packaging. The engineer may make periodic visits to contractors' plants and assist in the evaluation of engineering change proposals. The work may involve studies of materials deterioration, testing and evaluation of materials, and design analysis of conventional and specialized systems.

Mining Engineers employed in the Department of the Interior are involved in exploration for new deposits of needed minerals, examination and planned development of mineral deposits and of methods of increasing recovery rates of coal, oil shale, and other minerals, and with all aspects of health, safety, and environmental protection in mining.

Petroleum Engineers engage in detailed engineering studies of oil fields, both onshore and on the Outer Continental Shelf; conduct studies to improve recovery methods; insure compliance with Federal safety and environmental protection standards during drilling operations; and conduct research on porous reservoir rock, "bottom hole" samples, flow-in porous mediums, reservoir performance, and underground storage of natural gas.

Exceptionally well-qualified individuals may be selected by the Navy Department for work on nuclear propulsion—either in the Ship

Systems Command in Washington or in certain naval shipyards. Work may include such areas as mechanical and thermal aspects of reactor core design, reactor electrical instrumentation and component design, and reactor physics. Engineers are responsible for maintaining nuclear support facilities for the operating fleet, and for the fabrication and testing of all reactor plant equipment. Nuclear plants must be serviced, repaired, modified and refurbished. They must be upgraded and the latest changes incorporated. Engineers in the shipyards will be concerned with reactor safety, radiological control, production engineering, testing, inspection, and preparation of technical specifications.

The Department of the Interior employs **Hydraulic Engineers** to collect, analyze and interpret data in the preparation of published reports on the Nation's water resources. Water facts are used in preliminary plans, detailed designs, and the operation of many modern projects and river basin systems.

Ceramic Engineers, again in the Department of the Interior, are involved in studies aimed at finding out how clay and non-clay ceramic materials can be used in electronics, and in the design of atomic reactors, guided missiles and jet engines. Other peacetime applications of atomic energy have created a demand for improved reactory materials.

Safety Engineers in the Department of Labor identify job environment hazards in private industry, assess risks, and prescribe accident prevention techniques. They develop and analyze safety standards and evaluate proposed methods, designs, and procedures to effect compliance with the standards.

There are over 2,000 **Industrial Engineers** in the Federal service who plan, design, improve, implement, and evaluate complex systems of men, machines, materials, computers, and information. In the Department of the Air Force, they apply such skills as systems engineering, human factors engineering, simulation, mathematical modeling, and computer based data analysis to develop standards and methods for management level activities.

Agricultural Engineers in the Department of Agriculture study the design and construction of dams, develop methods of tillage, and study drainage and irrigation canals and waterways. They design pilot plant assemblies and equipment for processes developed to aid in the utilization of agricultural commodities. They develop farm machinery and study the uses of electricity on the farm. They also develop and improve techniques and facilities for conditioning, handling, storing and preparing agricultural products for market. The Interior Department employs agricultural engineers to plan water-control systems, survey and design structures, write contract specifications, and supervise contract operations.

Within the Department of Commerce, National Oceanic and Atmospheric Administration engineers design, develop, install, and maintain a variety of equipment and data collection systems for scientific programs involving the earth, oceans, atmosphere, and space. They develop new environmental satellite sensors, shipboard navigational equipment, geodetic distance-measuring devices, meteorological instruments telecommunications systems, infrared applications, telemetry devices and automated information systems. Beginning engineers usually perform testing or other basic assignments to become acquainted with the particular programs. At first there is close supervision, but assignments are handled more independently as experience and knowledge increase. Eventually, the new people will develop original designs, solve engineering problems, or evaluate design features of equipment being developed. Engineers are also employed in the Commerce Department's National Bureau of Standards. The U.S. Patent and Trademark

Office offers engineers careers as Patent Examiners.

The Federal Power Commission, in its regulation of the interstate electric power and natural gas industries, needs petroleum, electrical, civil, hydraulic, mechanical, and chemical engineers. In gas work, engineers review and analyze pipeline design, market requirements, capacity, construction cost, operating costs, service life studies, net salvage values, economic and physical feasibility, rates of service, safety requirements, frozen earth storage, liquid products extraction, underground storage, and natural gas quality. In electrical work, they review and analyze hydroelectric projects to determine adaptability to a comprehensive plan for the best ways of developing water resources of river basins. They review and analyze design, construction and operation of dams, powerhouses, and other such components of hydroelectric projects. They also prepare estimates of undeveloped power resources, with emphasis on reliability of power supply; and they review and analyze utility operations and the propriety of rates for wholesale interstate transactions.

The Coast Guard, also in the Department of Transportation, is seeking engineers in civil, electrical, electronics, architectural, marine, mechanical, chemical, naval, structural and construction management fields. These men and women are employed to help improve equipment capabilities, increase its reliability, provide the means of more efficient utilization of personnel (such as in remote control and automation), and apply advanced techniques based on new equipment and materials.

Qualifications: Candidates may qualify through successful completion of a 4-year professional engineering curriculum leading to a bachelor's or higher degree in engineering in an accredited college or university. The curriculum must be in a school of engineering with at least one curriculum accredited by the Engineers' Council for Professional Development (ECPD); or include differential and integral calculus, and courses (more advanced than first-year physics and chemistry) in five of the following areas: (1) statics, dynamics; (2) strength of materials (stress-strain relationships); (3) fluid mechanics, hydraulics; (4) thermodynamics; (5) electrical fields and circuits; (6) nature and properties of materials (relating particle and aggregate structure to properties); and (7) any other comparable area of fundamental engineering sciences or physics, such as optics, heat transfer, soil mechanics, or electronics.

Alternative methods of qualifying include: (A) current registration as a professional engineer; or (B) evidence of having successfully passed the Engineer-in-Training Examination, or the written test required for professional registration; or (C) successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering, including those courses specified in the basic requirements and listed as physics or architecture, plus 1 year of professional engineering experience.

Landscape Architect

Landscape architects number around 500 in the Federal service and are employed primarily in the Departments of Interior, Agriculture, Housing and Urban Development, and Army. Some work in the National Forests of the U.S. Forest Service and are concerned with environmental design and management of forest areas often exceeding 1 million acres. In the National Park Service and the Bureau of Outdoor Recreation they plan, select, design, and arrange land areas such as parks, parkways, park systems, highway developments, and sites for public buildings. Others may be involved in the esthetic and functional layout of military establishments, institutional grounds, or housing projects.

Newly employed landscape architects may be involved in activities such as; feasibility studies, land use master planning, landscape management, site selection, development design, construction supervision, and project evaluation. The primary consideration is given to planning and developing natural areas with minimum disturbance to the natural, scenic, historic, or scientific features of the land.

This career field offers opportunities for travel and outdoor work, and advancement opportunities are good.

Qualifications: 4 years of college study, with a bachelor's degree in landscape architecture or landscape design.

Right-of-Way Officer

The Federal Highway Administrator's right-of-way training program offers challenging opportunities for college graduates. Trainees progress through an 18-month program in four phases. The first phase in a Federal Highway Administration division office will give an introduction to the Federal Highway Administration and the right-of-way acquisition and relocation process. Centralized job skills training in the Washington office will pave the way for further field training in the second phase. The assignment will involve application, in a division office, of right-of-way officer techniques that were taught in centralized training. In the fourth phase (with a State Highway Department), the trainee will be participating, under State direction, in actual acquisition and relocation work, to gain insight into State operations and sensitivity to the State's role in relocation and acquisition.

Assignments after graduation can be in any one of the Federal Highway Administration's division offices. Automatic consideration for promotions is assured by the Federal Highway Administration's merit promotion plan.

Qualifications: A 4-year college degree with a major in architecture, real estate, building construction, engineering management or business administration.

Mathematics and Statistics

Mathematician

Mathematicians carry out research in basic mathematical theory or in related analytic, development or evaluative studies. The majority are engaged in mathematical analysis and computations needed for research and investigative work in scientific fields such as engineering, physics, astronomy, etc. These positions require full professional education and training in the field of mathematics, including a thorough understanding of the theories, principles and concepts upon which mathematics is based; mathematical terminology; units and methods of measurement; and mathematical instruments, devices and aids. There are over 3,500 mathematicians in the Federal service, with nearly 150 employed each year at the entry levels. There are ample opportunities for advancement in grade and for professional growth. Many agencies employ mathematicians, but the greatest opportunities are with those having scientific missions—such as the Defense agencies, the Department of Commerce, and the National Aeronautics and Space Administration.

Actuaries/Mathematicians with the Department of the Air Force participate in a unique actuarial program used heavily for management forecasting. These actuaries have the primary responsibility for preparing failure rate tables to determine life expectancies for selected high-cost material items and to conduct analyses and special studies of quantitative forecast methods. New appointees receive on-the-job and formal training in which they are introduced to simulation programming languages; review engine actuarial procedures and high-cost item actuarial procedures; learn integrated management concepts and maintenance factors; and receive exercises in mathematics techniques such as interpolation, extrapolation, life expectancy calculations, economic order quantity, control chart techniques, and investment theory.

In the Department of Commerce, mathematicians provide support to research, development, and operational environmental science fields. There are also opportunities to move into automatic data processing and programing work. A mathematician may become a member of a team developing atmospheric models based on equations of motion; they may also handle raw data from satellites or work on the extraction of quantitative information. Experienced mathematicians may continue in the National Oceanic and Atmospheric Administration of Commerce as supervisory or highly specialized mathematicians or move on to other scientific areas.

Navy mathematicians develop and implement advanced computer languages, processes and systems; or they may be assigned to data analysis, including formulations for solution of equations. They may also be assigned to engineering or scientific staff members with responsibility for analyses of the reliability and safety of electromechanical systems. Many mathematicians are also employed in the Social Security Administration and in the Department of Labor.

Qualifications: 24 semester hours in mathematics, including differential and integral calculus, plus four advanced mathematics courses which require calculus, or equivalent mathematics courses.

Operations Research Analyst

Operations research analysts are employed primarily by the Defense agencies. They construct mathematical models of real-world processes and theoretically analyze these models to determine expected system behavior. The primary requirment of the work is competence in the rigorous methods of scientific inquiry and analysis rather than in the subject matter of the problem. Often they write their own computer programs because of the complex interrelationship of problem aspects. New appointees may augment on-the-job training with formal courses at universities and progress through a series of successive projects of increasing difficulty. A total of over 1,500 of these specialists are employed in the Government.

Qualifications: Candidates must have completed 24 semester hours in any combination of operations research, mathematics, statistics, logic, or other courses which require substantial competence in mathematics or statistics.

Statistician

Statisticians apply statistical theory and techniques in the collection, compilation, analysis, and interpretation of quantitative information in a variety of subject-matter fields, including the biological, social and physical sciences, engineering, agriculture, and administration. They make objective and logical determinations of facts contained in particular bodies of data and draw inferences on magnitudes, differences and relationships. In doing this, they are responsible for the selection and application of proper statistical methods of analysis and presentation. The Social and Economic Statistics Administration (Department of Commerce) hires a large number of statisticians. As trainees, they may be called social science analysts, economists or sociologists, but almost as fully qualify as statisticians by the time they reach the journeyman level. Trainees typically do background work, edit text, assist in testing questionnaires and procedures and write procedures and reports. As the statistician becomes more skilled, he may design questionnaires, develop procedures, analyze statistical data, and assume responsibility for specific steps in the census process. Eventually, a significant amount of his time is allocated to personal contacts with members of the business and government communities to answer general questions relating to the area of activity to which he is assigned.

Opportunities for placement are good. Positions are broadly scattered throughout the United States and opportunities for promotion are also favorable. Over 2,200 statisticians are employed in the Government, with somewhat less than 100 hired each year at the entry levels. Other agencies which employ statisticians include the Defense agencies, the Departments of Agriculture, Labor, HEW, and others.

Qualifications: Candidates should have completed 15 semester hours in statistics (or mathematics and statistics, provided at least 6 semester hours are in statistics), plus 9 additional hours in one of the following: physical or biological sciences, medicine, education, engineering, or the social sciences (in some formal training programs, an applicant can qualify with only 9 semester hours in statistics, or mathematics and statistics, plus 15 hours in the subjects listed above).

Other Specialized Fields

Foreign Service Officer

The Foreign Service Officer in the Department of State may be assigned to any one of four functional areas of work. The functional designations include: administrative officer, consular officer, political officer, and commercial/economic officer.

Administrative officers take care of the internal office management of diplomatic and consular posts abroad and at Department headquarters. This responsibility includes budget and fiscal, general services, personnel, communications, records, and security. Consular work comprises those services (visas, passports, etc.) provided by our diplomatic and consular posts abroad to private individuals both American and foreign. The work of political officers corresponds to the duties traditionally associated with diplomacy. They keep the Government in Washington informed of political and related developments affecting this country, convey the views of our Government to the host government, and negotiate agreements between the two governments. In Washington they analyze the information received, prepare background materials for senior officials of the Department and the White House, recommend and develop changes in American policy, and coordinate the implementation of these policies abroad. Commercial officers are responsible for advancing American trade overseas and, in Washington, often work closely with, or are detailed to, the Department of Commerce. Economic officers analyze the infrastructure, trends and day-to-day developments relating to the economy of a given country or region. In the developing countries, they deal mostly with economic assistance programs.

Opportunities in this career field are limited, due to the fact that there are many applicants competing for relatively few positions. Applicants must be willing to accept assignment to duty stations anywhere in the world or in Washington, D.C. These positions are not filled through regular civil service procedures, but rather are classified under a separate competitive system administered by the Department of State. Entry-level and subsequent salary schedules are generally comparable to those of the regular civil service.

Qualifications: Applicants must pass the Foreign Service Officer Examination.

Park Ranger

Park rangers with the National Park Service, Department of the Interior, perform a wide variety of professional duties related to the management of parks, historic sites and recreation areas. These include planning and carrying out conservation efforts to protect plant and animal life in the parks; planning and conducting public safety programs, including law enforcement and rescue work; setting up and directing educational programs designed to help visitors become aware of the natural and historic significance of the areas they visit; and coordinating environmental education programs. They also work on recreation activity planning, park organization, financial management, and other related activities.

Park rangers may work in urban, suburban, and rural areas throughout the United States, with more than half of the rangers assigned to locales east of the Mississippi. Much of the work is done outdoors, but a lot of office activity is also involved, particularly as one advances to managerial positions.

New park rangers are hired at grade GS–5 under an intake training program. Each participant in the program has an individual training plan which includes the course, "Introduction to Park Operations", given at the National Park Service training academy at Grand Canyon National Park, other formal training courses, and on-the-job training assignments. From the entry level they may move through the ranks to become district rangers, park managers, or staff specialists in interpretation, resource management, park planning, and related areas. Upper level managers are recruited primarily for their managerial capabilities and the ranks of park rangers are a primary source for this talent.

Opportunities for employment are extremely limited; generally, no more than 50 to 75 persons per year are assigned to the ranger intake program nationwide. Competition is so keen that the National Park Service is able to offer these jobs only to a few of the best qualified.

Qualifications: To qualify for park ranger, GS-5, on the basis of education, candidates must have completed 4 years of college, leading to a degree and including at least 24 semester hours of coursework in one or not more than a combination of two of the following disciplines: park and recreation management; any field-oriented natural science; history, archeology; police science, business administration; the social or behavioral sciences; or other subjects closely related to park management.

Urban Planner

Urban planners perform professional work associated with planning the orderly physical growth and renewal of urban areas. Their objective is to promote the economic, social, and general welfare of these urban areas by analyzing problems, pertinent facts, trends, and proposals; and the functional, aesthetic, and visual implications of all planning decisions. The work involves consideration of population and economic trends, social problems and objectives, development costs, public finances, intergovernmental relationships, and urban design objectives.

The Department of Housing and Urban Development is the primary employer of urban planners, but there are relatively few positions available and opportunities for employment are very limited.

Qualifications: Candidates may qualify with a bachelor's (or higher) degree with a major in urban or regional planning, or in a related field such as architecture, landscape architecture, engineering, sociology, urban geography, economics, or public administration. At least 6 semester hours of urban or regional planning are required.

PART TWO

FEDERAL EMPLOYERS

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Federal Employers

These are *most* of the major Federal employers, but this is by no means a complete listing of every component of the Federal system, Legislative or executive action may result in agency reorganizations, but the programs and missions described will continue.

The *United States Government Organization Manual* contains descriptions of all the agencies of the legislative, judicial, and executive branches, and includes brief entries on certain boards, commissions, committees, quasi-official agencies, and selected international organizations. Copies of this useful and informative manual are available at $5.75 each from:

The Superintendent of Documents
Government Printing Office
Washington, D.C. 20402

GENERALLY SPEAKING, it is best to:

- contact your college placement office for detailed information about Federal employment and watch for campus visits by Federal agency recruiters.
- avoid writing to Washington, D.C. headquarters offices of agencies *when there are field offices of those agencies nearby.* You will get quicker answers to your employment questions if you contact these local installations directly.
- learn about specific career opportunities through job announcements and other literature issued by the Civil Service Commission or by the individual agencies. These materials may be available in college placement offices, or can be obtained from agency personnel offices or from any of the approximately 100 Federal Job Information Centers which the CSC operates nationwide. Check the U.S. Government listing in your telephone directory for agencies and FJIC's near you.
- use the toll-free long-distance telephone service provided by the CSC for calling these Information Centers from any locale within your State. Your placement office on campus has directories of these special telephone numbers.

ACTION

The ACTION agency brings together within a single organization a number of voluntary action programs, gathered from throughout the Federal Government to create a system of volunteer service which uses to fullest advantage the energies of our traditional American concern for our fellow human beings.

ACTION is divided into three administrative areas and six major components: VISTA (Volunteers in Service to America); Auxiliary and Special Volunteer Programs (including the National Student Volunteer Program); Foster Grandparents Program; RSVP (Retired Senior Volunteer Program); Peace Corps (a wide variety of programs operating in over 55 developing countries around the globe); and the Office of Voluntary Action. ACTION has regional offices in Boston, New York, Philadelphia, Atlanta, Chicago, Dallas, Kansas City, Denver, San Francisco, and Seattle.

For more detailed information about professional career opportunities in this people-oriented agency write to:

Director of Personnel
ACTION
806 Connecticut Ave., NW.
Washington, D.C. 20525

Department of Agriculture

The U.S. Department of Agriculture works to improve and maintain farm income and to develop and expand markets abroad for agricultural products. The Department helps to curb and cure poverty, hunger, and malnutrition. It works to enhance the environment and to maintain our capacity to produce by helping landowners to protect soil, water, forests, and other natural resources. Department programs in the fields of rural development, credit, and conservation are key resources in carrying out national growth policies. Its research findings are of direct or indirect benefit to all Americans. The Department, through inspection and grading services, safeguards and assures standards of quality in the daily food supply. Principal subdivisions of the Department include:

USDA—Agricultural Research Service. The ARS conducts fundamental, applied and developmental research in the production, marketing and utilization of agricultural products, with the purpose of helping to provide the ever-increasing consumer demand for a varied supply of high-quality products at the most reasonable cost possible.

Research is conducted to improve methods of soil and water management; to improve field and horticulture crops; to develop superior strains of livestock as well as controlling animal diseases and parasites; to develop methods of controlling harmful insects and increasing and spreading beneficial insects; to develop safe and efficient use of farm power, machines, structures, and materials; and to discover new or improved methods of utilizing agricultural commodities of all types.

Basic research is conducted in mineral nutrition, plant physiology, plant virology, insect pathology, insect physiology, blood antigens, animal genetics, microbiological chemistry, chemistry of animal proteins, allergens in agricultural research, plant fibers, seed proteins, plant enzymes, cellular metabolism, and physics of fine particles.

These programs require persons trained in life and physical sciences, such as agronomy, botany, chemistry, entomology, genetics, pathology, physiology, microbiology, parasitology, animal science, engineering, veterinary medicine, soil science, physics, horticulture, and nutrition.

Contact:
Personnel Division
Agricultural Research Service, USDA
Federal Center Building
Hyattsville, Maryland 20782

USDA—Animal and Plant Health Inspection Service. This organization is responsible for the wholesomeness of poultry and meat and for the protection of the animal and plant resources of the Nation. The programs to carry out these responsibilities involve enforcement of plant and animal quarantines; control and eradication of diseases and insect pests of animals and plants; and inspection of meat and poultry and related products.

APHIS employs approximately 14,000 persons in field operations throughout the 50 States as well as in several foreign countries and in headquarters offices in the Washington, D.C. metropolitan area.

The regulatory and protective nature of APHIS requires the services of highly qualified specialists in many scientific fields. Persons trained in veterinary medicine and in biological and physical sciences have an opportunity to make significant contributions to the Agency programs.

Contact:
Director, Personnel Division
Animal and Plant Health Inspection Service
U.S. Department of Agriculture
Washington, D.C. 20250

USDA—Farmers Home Administration. The FHA mission is to give financial credit, plus counseling and technical assistance, to rural families and communities. It has offices in all 50 States as well as in Puerto Rico and the Virgin Islands. FHA programs are designed to offer those who still live in rural environments the economic and cultural opportunity needed to remain there and to encourage those who have moved away from the land to return. FHA provides loans and technical assistance to family farmers to permit farm ownership and improvement, restoration of disaster losses, or soil and water conservation, for the purchase of housing and home repairs, and for community facilities and recreation areas, and for a broad range of activities to expand business and industry in the rural countryside. FHA recruits primarily for agricultural management specialists.

For further information contact:
Director, Personnel Division
Farmers Home Administration
U.S. Department of Agriculture
Washington, D.C. 20250

USDA-Foreign Agricultural Service. The FAS is an export promotion and service agency. It maintains and expands agricultural exports by cooperating with private business on jointly financed trade fairs and other such market development projects abroad. It operates a global reporting and analysis network covering world agricultural production. FAS also participates in negotiations with foreign governments, regional groups and international organizations interested in trade matters and agricultural exports. FAS sets import quotas on agricultural products which seriously threaten domestic farm programs. FAS gives U.S. consumers information on quantity, quality, and availability of foreign farm products. FAS also administers various concessional, credit and export sales monitoring programs.

FAS recruits for Agricultural Economists and to a lesser degree Agricultural Marketing Specialists.

For further information contact:

Personnel Division
Foreign Agricultural Service
U.S. Department of Agriculture
Washington, D.C. 20250

USDA—Federal Crop Insurance Corporation. FCIC provides all-risk crop insurance for farmers to assure a return of crop insurance investments lost as a result of adverse weather, disease, insects or any other unavoidable cause.

FCIC recruits primarily for sales people who call on farmers to explain advantages and need for crop insurance and write insurance applications; adjusters who visit farmers and inspect damaged or destroyed crops to determine the amount of loss and assist farmers in preparing loss claims and underwriters who obtain, review, and develop statistics used to establish and implement premium rates. Occupations in which the Corporation employs college-trained men and women are: Crop Insurance Specialists (sales, loss adjustment, underwriting, and actuarial), Crop Insurance Supervisor, Crop Insurance Assistant, Statistical Assistant, Computer Specialist, Computer Programmer, Personnel Specialist, Accounting Technician, and Insurance Claims Examiner.

For further information please contact:

Personnel Officer
Federal Crop Insurance Corporation, USDA
Room 4622 South Building
Washington, D.C. 20250

USDA—Forest Service. This service has responsibility for providing national leadership in forestry. The objectives of the Forest Service are: to achieve a pattern of resource use that will best meet the needs of people now and in the future; to protect and improve openspace environment in urban and community growth; to encourage the development of forestry-based enterprises which can respond to the needs of consumers; to seek the best forest land ownership policies; to get the public's views in forestry policy and program formulation; to expand public understanding of environmental conservation; and to develop and make available a firm scientific base for the advancement of forestry. Forest Service recruits for foresters, forest products technologists, landscape architects, range conservationists, civil engineers, wildlife biologists, and a small number of other biological and science professionals.

U.S. Department of Agriculture
Forest Service
Room 913–RPE
14th & Independence Avenue, SW.
Washington, D.C. 20250

USDA—Soil Conservation Service. The SCS carries out the Department's directives for soil and water conservation. SCS is responsible for upstream watershed protection, administers the Great Plains Conservation Program, helps develop the Rural Environmental Assistance Program for farmers and ranchers, provides technical assistance to utilize natural resources in improving the economic conditions of rural areas, gives technical assistance to farmers and rangers participating in FHA programs, makes snow surveys for water-supply forecasting, and

monitors agricultural land to determine the amount of radioactivity in the soil.

The USDA has need for young specialists in:

- administration
- agriculture
- biological sciences
- economics
- engineering
- farm management
- forestry
- public information
- inspection and investigation
- law
- library science
- physical sciences
- statistics
- veterinary science

For additional information, contact:

Chief, Career Development and Staffing Branch
Personnel Division
Soil Conservation Service
Washington, D.C. 20250

USDA—Food and Nutrition Service. The Food and Nutrition Service was set up to be exclusively concerned with the administration of the Federal food programs designed to wipe out hunger in this country.

Members of the FNS team make their contributions to that commitment in many ways:

Some members are management specialists who work with the high finance of planning a program that will help every American to get enough food, by supplementing the family's food buying power with food stamps.

Many others are food program specialists experienced in the jobs of getting food distributed to schools and needy people in their homes and in institutions.

Others work all around the country in liaison activities with State officials who cooperate in the Federal-State-local operation of food programs.

Still others are home economists and nutritionists who help State and local school lunch managers get more and better lunches to children in school.

The FNS has its headquarters in Washington, D.C., with five Regional Offices located in Atlanta, Chicago, Dallas, Princeton, N.J., and San Francisco. Many positions are located in other cities and towns across the United States.

Employment Branch
Personnel Division
Food and Nutrition Service
U.S. Department of Agriculture
Washington, D.C. 20250

Central Intelligence Agency

The primary goal of the national intelligence effort is to provide facts and estimates needed in the formulation of national security policy and action. This involves continuous review of overseas trends and developments which have a bearing on the security interests of the United States. The work encompasses a variety of talents and many areas of knowledge; its importance places a heavy premium upon the character and abilities of those who engage in it.

The Central Intelligence Agency from time to time seeks able young men and women who are interested in having a part in this vital mission. If you want to serve your country in this challenging profession, you will find in CIA excellent opportunities for a worthwhile and rewarding career.

CIA attracts many college seniors, but it is largely to the graduate schools that the Agency is looking today for mature students equipped for extensive training in intelligence fields. A high percentage of the CIA organization is made up of men and women who

have obtained master's degrees and many have their doctorates. More than 500 colleges, universities, and graduate schools have contributed to the present staff of CIA.

Career Fields

- economics
- international trade
- auditing
- political science
- international relations
- history
- physics
- chemistry
- electronics
- medicine
- library science

CIA employees enjoy the benefits and privileges of Federal employment, such as membership in a retirement system, liberal vacation and sick leave, and eligibility to participate in contributory life and health insurance programs. Salaries depend on education, employment experience, and the nature of the assignment for which the candidate is selected and trained. Salaries follow the civil service scale.

Positions with the Central Intelligence Agency are outside the Federal competitive service and the Civil Service Commission does not accept applications for such positions. Applicants must contact the CIA directly.

Central Intelligence Agency
Office of Personnel
Washington, D.C. 20505

Civil Aeronautics Board

The Civil Aeronautics Board is a comparatively small but highly professional, independent agency concerned with the economic regulation and promotion of the Nation's air transportation industry. Decisions of the Board can affect a broad spectrum of the American economy, the public, and also civil aviation enterprise in foreign countries. The Board has outstanding opportunities in problem-solving areas for ambitious young college graduates who seek careers with a sense of purpose and accomplishment.

New college recruits receive individual attention on the job, and have the opportunity to participate in a variety of stimulating work assignments under the leadership of men and women recognized as authorities in air transportation. They may help on matters involving airline route licensing, rates, fares, subsidy payments, mergers, and intercarrier agreements. Or they may assist in preparation of exhibits and testimony for formal hearings, thus acquiring experience for the time when they may testify as the Board's expert witnesses in such cases.

The work brings employees into personal contact with high-level representatives of the air transport industry and top-ranking Government officials, both within and outside the CAB. Employees enjoy an unlimited potential for career development.

Because the Board's staff consists chiefly of economists, transportation analysts, attorneys, and public utility accountants or auditors, primary consideration is given to applicants who have majored in economics, accounting, transportation, and law.

All employees are located in Washington, D.C., except for field auditors who may be away from headquarters for extended periods of time (there is an auditors' field office located near San Francisco).

For additional information contact:
Director of Personnel
Civil Aeronautics Board
1825 Connecticut Avenue, NW.
Washington, D.C. 20428

Civil Service Commission

The Civil Service Commission provides leadership and policy guidance to Federal departments and agencies in the area of personnel management. Its basic programs are concerned with the promotion and preservation of merit and equal opportunity principles in the selection, placement, development and advancement of well-qualified individuals in Federal civil service jobs.

Commission employees are engaged in policy development and the actual performance of duties in such areas as:

- recruitment and examination of applicants for Federal employment

- investigation into backgrounds and qualifications of applicants
- development of job standards and regulations
- evaluation of the personnel management of Federal departments and agencies
- training and career development of Federal employees
- labor-management relations
- incentive awards
- Federal employee health and life insurance, occupational health, and retirement
- assistance to State and local governments in the improvement of their personnel administration practices

The central office of the Commission is in Washington, D.C. with regional offices in Atlanta, Boston, Chicago, Dallas, Denver, New York, Philadelphia, St. Louis, San Francisco, and Seattle. There are also 65 area offices located in selected cities with at least one in each of the 50 States.

The primary need in the Commission is for graduates who are highly motivated toward careers in personnel management and public administration. The main criterion is the potential of the individual for development as a personnel manager. Particular interest is in persons with bachelor or advanced degrees in personnel, public, or business administration.

For additional information contact:

Director of Personnel and Labor Relations
U.S. Civil Service Commission
Washington, D.C. 20415

Department of Commerce

The Department of Commerce promotes the Nation's industry and business, its domestic and international commerce, and its scientific and technological growth. The Department helps business and government to achieve their mutual aims of full, profitable production and gainful employment. It presents the need of business in the councils of government and the needs of government in the councils of business. Offices of the Department or its divisions are located nationwide.

Commerce Department programs are administered through a number of individual components: Office of the Secretary, Social and Economic Statistics Administration, Office of Minority Business Enterprise, National Oceanic and Atmospheric Administration, National Bureau of Standards, National Technical Information Service, Patent Office, Maritime Administration, and the Domestic and International Business Administration. Divisions having the greatest number of career opportunities are:

Commerce—Social and Economic Statistics Administration. SESA is a fact-finding agency of the U.S. Government. It produces a statistical profile of the country which includes millions of figures on a wide range of topics. Besides statistics on population, housing and production, the Agency compiles data on exports and imports. Figures are developed to show trends in government spending for public services. The Agency's task of providing data for government at all levels, for business and industry, for research centers, and for public information, has led to its development as one of the largest and most modern statistical operations in the world.

Most college graduates hired by SESA enter as statisticians or statistician trainees.

Commerce—National Bureau of Standards. The National Bureau of Standards is one of the largest physical sciences laboratories in the country and is the focal point for measurement standards in the United States. Some 45 percent of the Bureau's 3,100-member staff are physicists, chemists and engineers, and 12 percent are technicians. They are engaged in helping define the measurement

base and develop standards for our daily lives in such areas as energy conservation, health and safety, consumer product testing, materials research, computer technology, and environmental protection. The major facilities of NBS are located at its headquarters in Gaithersburg, Maryland, and at the Commerce laboratories in Boulder, Colorado.

Commerce—National Oceanic and Atmospheric Administration (NOAA), explores, maps and charts the global oceans, their geological cradles, their geophysical forces and fields, and their mineral and living resources. New physical and biological knowledge will be translated into systems capable of assessing the sea's potential yield, and into techniques which the Nation and its industries can employ to manage and conserve these animal and mineral resources. NOAA monitors and predicts the characteristics of the physical environment, and the changes in atmosphere and ocean, sun and earth, gravity and geomagnetism. It warns against impending environmental hazards, and eases the human burden of hurricanes, tornados, floods, and other destructive natural events. The Administration monitors and predicts gradual and inexorable changes as those of climate, marine life distributions, earth tides, and continental position. NOAA recruits for cartographers, physicists, geodesists, engineers, meteorologists, and fishery biologists.

Employment Information Center
Room 1050
U.S. Department of Commerce
Washington, D.C. 20230

Department of the Air Force

The Air Force has responsibility for maintaining our highly complex aerospace program. This mission calls for the application of almost every skill, every specialty. To accomplish its role in national defense, the Air Force has civilians in more than 1,000 occupations, working hand in hand with military personnel in all parts of the world.

The Air Force is progressive and dynamic and it needs employees who bring to their work the same qualities. College graduates who demonstrate ingenuity, ability, productivity, and imagination will find that the Air Force offers excitement and challenge, plus excellent opportunities for professional growth and advancement.

Engineers, physicists, management personnel, mathematicians, accountants, and specialists in transportation, procurement, data processing, training methods, personnel and logistics represent only a few of the occupations in which the Air Force offers excellent career opportunities. Other career fields offered by the Air Force are: industrial specialist, budget examiner, management analyst, psychologist, educator, librarian, recreation specialist, attorney, nurse, medical technologist, pharmacist, intelligence specialist, illustrator and writer-editor.

To find out more, contact one of the Air Force activities listed in the *Guide to Federal Career Literature* (CSC Pamphlet BRE–24) or in the *College Placement Annual*, or write or visit the civilian personnel office at the Air Force installation nearest you.

Department of the Army

The Department of the Army organizes, trains and operates ground forces for the defense of the United States and its territories. The huge undertaking requires the support of a large civilian work force employed in more than 1,200 occupations around the world.

The Army has a Career Management System covering 17 major occupational categories. These formal training efforts cover the fields of civilian personnel administration, comptrollership, safety management, supply management, procurement, quality and reliability assurance, education and training, material maintenance, engineering and science, intelligence, ammunition surveillance, library science, information and editing, automatic data processing, communications management, manpower management, and transportation.

Recent college graduates who enter these occupations as "Career Interns" are enrolled in training and development programs and are accorded noncompetitive promotion to full performance levels within their occupational field. The Career Management System also permits employees to compete on a worldwide basis for vacancies occuring throughout the Army. Opportunities exist at a wide variety of Army activties in the United States and overseas. The majority of positions within Army are in the competitive service and consideration is limited to those who possess Federal civil service status or who have established eligibility for initial appointment by qualifying in an appropriate civil service examination. For further information on employment opportunities, write or visit any Army installation's Civilian Personnel Office or contact:

Director
Army Employment Coordination Service
Office of the Secretary of the Army
Room 1A 111, The Pentagon
Washington, D.C. 20310

For scientific or engineering positions, contact:

The Commanding General
U.S. Army Materiel Command
Attn: AMXMM-R
Washington, D.C. 20315

For various other technical and administrative positions, contact:

Hq, U.S. Army Military District of Washington
Civilian Personnel Directorate, Attn: ANCIV-CRS
Room 5BO64, Forrestal Building
Washington, D.C. 20314

U.S. Army Audit Agency. There has always been an internal audit function in the Army establishment. In the beginning, it consisted of nothing more than the simple verification of pay and property records. Over the years, the internal audit function kept pace with the evolution of sound management practices, and thus set the foundation for an acceptable means of auditing total resources throughout the Army. Today, the Army Audit Agency is a vital part of the Army organization and provides management with the disciplines required to carry out its responsibilities in a prudent and controlled fashion.

To facilitate the management of the audit workload throughout the world, the Agency has set up six geographical districts, five in the Continental United States and one in Europe. Since the job requires considerable mobility, many opportunities for travel are available within the Agency.

The Agency has an auditor training program that starts the day of hire and continues throughout the auditor's career. The professional development program began in 1954 with the initiation of the college recruitment program and has grown steadily ever since. The diversified experience available to Agency auditors is unmatched elsewhere.

Advancement is not only possible; it is expected. This career progression is made available to all auditors through the U.S. Army Audit Agency's career management system.

For further information write to:

Hqda (IGAA-SMC)
Nassif Bldg.
Falls Church, Virginia 22041

Army—Communications Command. The U.S. Army Communications Command, (USACC), is responsible for the management, engineering, installation and operations of world-wide Army communications necessary for this Nation's defense. Employing more than 30,000 civilian and military personnel, USACC is at the forefront of communications-electronics technology.

From its headquarters at Ft. Huachuca, Arizona, the Command operates in a score of countries including Japan, Germany, Italy, Thailand and Korea, and throughout the United States.

Computers, satellite communications, all major forms of radio transmission, automated switching, landlines and undersea cable, electronic coding and decoding . . . all are part of the USACC technology.

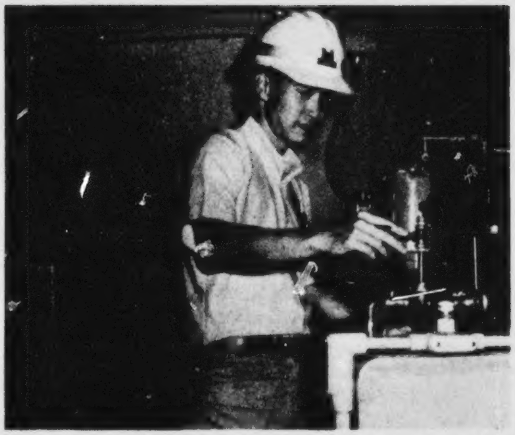
Consideration is limited to those who possess Federal civil service status or who have established eligibility for initial appointment by qualifying in an appropriate civil service examination.

Applicants with civil service status should apply for information on vacancies to:

Commander
U.S. Army Communications Command
Attn: CC-PA-CP
Fort Huachuca, Arizona 85613

Applicants who have not previously worked for the Federal Government should apply for information on appropriate civil service examinations to the nearest office of the U.S. Civil Service Commission or the nearest U.S. Army Installation's Civilian Personnel Office.

Army—Corps of Engineers. The U.S. Army Corps of Engineers is the world's largest and the Nation's oldest engineering organization. As early as 1824, Congress entrusted to the Corps of Engineers the improvement and maintenance of rivers, harbors, and waterways which led to responsibility for design, construction, and operation of multiple-purpose dams and flood control facilities. Other responsibilities include the design and construction of Army and Air Force installations in the United States and overseas; acquisition, management, and disposal of real estate; and the protection of lives and property during natural disasters. Today, the Corps is actively engaged in planning comprehensive water resources development programs to enhance the quality of life by balancing the development of our water resources with the preservation of our natural environment.



Activities of the Corps embrace virtually the entire range of modern engineering, including research into basic science, engineering investigations and planning, design and construction, operations and maintenance, management, engineering intelligence, computer operations, nuclear power, and others.

Corps projects are located in every State of the Union and in many foreign countries. Many of its scientists and engineers are numbered among the most outstanding members of their professions. Its current work force of 40,000 civilians includes more than 9,000 professional engineers and is the largest concentration of professional construction talent in the world.

For further information write to:

Chief of Engineers
Department of the Army
Washington, D.C. 20314

U.S. Army Finance and Accounting Center. The Finance and Accounting Center at Fort Benjamin Harrison, Indiana is a major military finance activity that provides centralized finance services for the Army and other government agencies.

Housed in the Army's largest administrative building, the Center conducts some $9 billion in government business a year, including the payment of, and accounting for, pay and allowances of U.S. Army members throughout the world. In its other finance operations, the Center makes monthly pension payments to more than 400,000 Army retirees, provides centralized accounting for all appropriated funds administered by the Department of Army, an amount in excess of $22 billion, and it's interagency services provide for the payment of bills for transportation furnished the Army, Air Force and certain Department of Defense Agencies. A newly assigned responsibility will be the centralized monthly payment of 405,000 members of the Army National Guard and 260,000 Army Reservists.

In support of the finance operations, the Center utilizes three major computer facilities: four UNIVAC 494 systems on one complex, two Control Data Corporation 3300's in another, and Honeywell 1800 and 800 systems comprise a third ADP service center.

Activities of the Center and of other activities located at Fort Benjamin Harrison encompass many of the occupational categories covered by the Army Career Management System including civilian personnel, administration, comptrollership, education and training, supply management, procurement, automatic data processing, information and editing. All positions with the Center are located in Indianapolis, Indiana where career interns receive initial training and development, however, in line with the Army Career Management System advancement opportunity exists throughout the Army at the full performance level.

For further information contact:

U.S. Army Finance and Accounting Center
Attn: College Recruitment Coordinator
Civilian Personnel Office
Indianapolis, Indiana 46249

Army—U.S. Army Forces Command. United States Army Forces Command (FORSCOM), the largest of the major commands of the Department of the Army, was activated on July 1, 1973 with headquarters at Fort McPherson, Georgia. The mission of Forces Command is READINESS. Forces Command is responsible for the combat readiness of all deployable forces of the Active Army, the Army National Guard and the Army Reserve. For the first time, the United States Army has a Continental United States-based major command whose sole mission is combat readiness. Today Forces Command consists of some 900,000 military personnel, including the Army National Guard and Army Reserve, and some 50,000 civilian employees.

Challenging civilian positions are available within Forces Command to men and women in a variety of professional, technical, and administrative occupations. Recent college graduates who enter one of these occupations are accorded noncompetitive promotion to the GS–9 or GS–11 level. Employment opportunities exist at most of the Forces Command installations throughout the Continental United States, Alaska, Hawaii, Canal Zone and Puerto Rico. Extensive developmental opportunities are available to Forces Command employees. These opportunities cover a wide spectrum of developmental experiences from rotational assignments to long-term graduate level study in major universities.

For further information write to:

Commander
U.S. Army Forces Command
Attn: AFPR–CPT
Fort McPherson, Georgia 30330

Army—U.S. Army Materiel Command. The U.S. Army Materiel Command (AMC) was established in 1962 and is responsible for the materiel functions formerly performed by six of the Army's seven technical services (Ordnance, Signal Quartermaster, Engineer, Transportation and Chemical), including research and development, test and evaluation, procurement and production, storage and distribution, inventory management, maintenance and disposal. It directly employs 11,200 military and 113,500 civilian personnel. With Headquarters in the Washington, D.C. area, AMC operates through seven major subcommands (Armament, Aviation Systems, Electronics, Missile, Tank-Automotive, Troop Support and Test and Evaluation) and directs the activities of depots, laboratories, arsenals, maintenance shops, proving grounds, test ranges, and procurement offices throughout the United States.

The research, development, and engineering efforts are directed toward the goal of combat capability. The areas of work are described as mobility, firepower, command and control, and personal support. Engineers and scientists at Bachelor's and advanced degree levels are generally locally recruited, trained, and developed at the major subordinate commands, laboratories, and arsenals against individually prepared training plans.

The AMC Career Intern Program for management interns is a centrally planned and controlled 3-year training and development internship with formalized classroom and on-the-job training assignments for the following career fields: Civilian Personnel Administration, Comptroller, Safety Management, Supply Management, Procurement, Quality and Reliability Assurance, Materiel Maintenance Management, Intelligence, Information and Editorial, Automatic Data Processing, Education and Training, Manpower and Force Development, and Transportation.

For further information, contact:

Commanding General
U.S. Army Materiel Command
Attn: AMXMM-AR
5001 Eisenhower Avenue
Alexandria, Virginia 22333

Army—Medical Department. The principal mission of the Army Medical Department is to protect the health of our military personnel through preventive and curative medicine. The Army Medical Department is in the largest single medical organization in the world. It employs many college-educated civilians who work side-by-side with military professional specialists in a wide range of medical and medically oriented fields at medical centers, hospitals, and medical research laboratories located throughout the United States and overseas. Many of the contributions made by employees of the Department in developing new treatment methods, vaccines and medical equipment, and in otherwise advancing the science of military medicine have benefited all humanity.

The clinical and research activities of the Department require the services of civilian employees in professional fields such as audiology, bacteriology, biochemistry, biology, chemistry, entomology, immunology, microbiology, nuclear physics, parasitology, pharmacology, physics, physiology, psychology; and engineering specialties involving medical equipment design, and biomechanical, chemical, material, and electronic application. There are also opportunities in the Department for college-trained men and women in business administration, automatic data processing, journalism and public relations, finance and accounting, statistics, personnel management, civil and mechanical engineering, and a variety of other administrative functions.

The Army Medical Department offers rewarding careers to civilians. Training and development are carefully planned for its employees, and those demonstrating potential are given Department-wide opportunity to advance in their chosen field of work.

For specific information, contact:

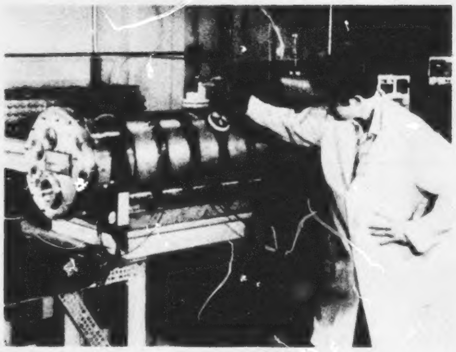
U.S. Army Health Services Command
Attn: HSPE-C
Fort Sam Houston, Texas 78234

Department of the Navy

The fulfillment of the Navy's mission on the world's seas demands a civilian-military team contribution which encompasses the skill and imagination of many thousands of professional people in almost every major occupation. The Navy is one of the world's largest industrial organizations and may be compared with a very large business operation—with the military as the customer for the ships, aircraft, ordnance, shore facilities, and logistic support which are the civilian Navy's products.

Many Navy civilians occupy key positions in programs extending from research and development in well-equipped Navy laboratories to industrial production and services. High-level civilian scientists perform research and conceptual design in multimillion dollar experimental facilities. Fields of major emphasis currently include oceanographic research and development (underseas warfare and deep submergence systems); space navigation and surveillance; nuclear power, logistics engineering and advanced design—from submarines and surface ships to aircraft and missiles. In administrative fields, automation, program management, and systems analysis are emphasized.

The Navy's primary requirements at entrance levels are in almost all fields of engineering, especially electrical, electronic, mechanical, and civil, and naval architecture; in the physical sciences, particularly physics,



and physical oceanography; and in mathematics, accounting, auditing, and the computer sciences. There are also limited requirements for college graduates in the biological sciences, financial management, budget administration, personnel administration, management analysis, logistics management, contract negotiation, procurement, supply, and general administration.

The Navy's college recruits of today are its top civilian technical and administrative leaders of tomorrow. Special attention is given to their placement in work situations which will enhance individual development and initiative. Training often includes participation in professional and executive development programs; graduate study (wholly or partly subsidized), and individual career guidance.

Positions are located at departmental headquarters in Washington, in field activities in the Washington area, and at other field activities throughout the United States—mostly in the States on the east and west coasts.

For further information concerning field employment, write to the commanding officer of any field activity. Concerning headquarters employment, address:

The Capital Area Personnel Service Office—Navy
Ballston Centre Tower Two
801 North Randolph Street
Arlington, Virginia 22203

Office of the Secretary of Defense

The Office of the Secretary of Defense is a vital part of the Department of Defense. Its employees, the majority of whom are civilians, help the Secretary of Defense manage the Military Departments—Army, Navy, Air Force—and the Defense Agencies.

Each year a small group of college graduates are appointed as a supplementary source of professional talent and executive potential. Primary consideration is given to candidates who have studied business or public administration, economics, mathematics, statistics or operations research. All appointments are made from the Professional and Administrative Career Examination (PACE) Register or from the Operations Research Analyst Register.

The Executive Training Program of the Office of the Secretary of Defense is unique among programs of its kind. It is designed to give the trainee flexibility in the choice of his rotational work assignments. While all trainees attend the same briefings during the initial orientation program, their rotation schedules reflect their own interests as they relate to management's needs.

For more information, write to:

Recruitment Coordinator
Directorate of Personnel
OASD (C)
Office of the Secretary of Defense
Room 3B–347, Pentagon
Washington, D.C. 20301

Defense Communications Agency

The Defense Communications Agency (DCA) is an independent agency within the Department of Defense. It is responsible for the management control and operational direction of the Defense Communications System (DCS), provision of systems engineering and technical support for the National Military Command System (NMCS), and management of the unified technical planning and operations for the National Communications System.

The DCS is the worldwide, long haul, point-to-point telecommunications system of the Department of Defense. It provides communications for command, control, intelligence, weather, administration, logistics, civil defense, and other purposes. The development of a truly sophisticated global system, capable of providing instantaneous, secure and accurate communications, supporting the strategic direction of the Nation's military activities and the support of other users under all possible political military situations, involves the spectrum of activities from research and development, extending through design, engineering, procurement, installation, test and cutover of large numbers of highly sophisticated advanced types of communications systems.

DCA also exercises a dominant role in the development and use of satellites to satisfy unique and vital requirements of Department of Defense users, both strategic and tactical, Presidential Communications, Diplomatic Telecommunications System, NATO, and other allies.

Interesting career opportunities exist in the fields of electronic engineering, mathematics, computer programming and analysis, and operations research. Direct employment inquires to:

The Civilian Personnel Division
(Code 721)
Headquarters, Defense Communications Agency
8th Street and South Courthouse Road
Arlington, Virginia 22204

Defense Contract Audit Agency

The Defense Contract Audit Agency (DCAA), an arm of the Department of Defense, is one of the largest professional audit organizations in the executive branch of the Federal Government. DCAA performs contract audits at many of the largest industrial corporations in the United States, reviewing and reporting on costs incurred or expected to be incurred in the performance of defense contracts. The varied audit services of DCAA are used by Government procurement and contract officials concerned with negotiation, administration, and final settlement of defense contracts.

One of the primary objectives of DCAA is to assure a continuity of professional managerial talent through recruitment of college graduates who demonstrate a high potential for advancement and responsibility. Approximately 200 young college men and women are appointed by DCAA each year to serve as auditor-interns. A bachelor's degree including at least 24 semester hours in accounting and auditing is required to enter this program.

There are more than 300 DCAA offices in this country and overseas. For information on how and where to apply for auditor-intern positions, write:

Personnel Director
Defense Contract Audit Agency
Cameron Station
Alexandria, Virginia 22314

Defense Investigative Service

The Defense Investigative Service (DIS) is a centrally directed investigative agency established to respond quickly to the Defense Department's needs for personnel security investigations and certain criminal investigations. Personnel security investigations involve the interview of character references, verification of prior education and employment, review of records of local police departments, and a check of the files of national agencies. These investigations are conducted to determine the suitability of personnel (military, DoD civilians, and DoD contractors) for positions involving classified Defense information. DIS conducts criminal investigations and crime prevention surveys at Defense Supply Agency facilities at the specific request of that agency. DIS investigations are conducted throughout the 50 states, the District of Columbia, and Puerto Rico. The agency recruits for college graduates who have an interest in law enforcement and an aptitude for investigative work. Skills in fact gathering and communication (oral and written) are essential.

Additional information concerning career opportunities may be obtained from:

Civilian Personnel Division (DO151)
Defense Investigative Service
Forrestal Building, Room 2F093
Washington, D.C. 20314

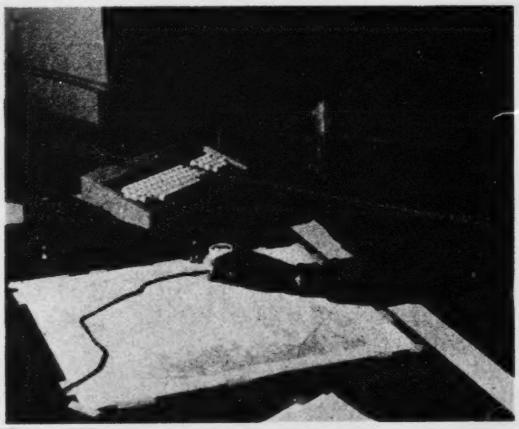
Defense Mapping Agency

The Defense Mapping Agency (DMA), a Component of the Department of Defense, was established in 1972 to support the Armed

Forces. DMA does this by furnishing mapping, charting, and geodetic products and services which are essential to safe and accurate land, sea, and air navigation; and to the effectiveness of weapon systems. DMA is required by statute to support the Merchant Marine worldwide, except for United States territorial waters. Significantly, about 45 percent of DMA's products are other than conventional printed maps and charts people normally associate with mapping operations. This includes film strips for advanced aircraft cockpits, target positioning, navigational and gravity data for our strategic missile force.

Support for these systems requires increases in technology, a heavy reliance on automation and increasing emphasis on attracting and keeping people skilled in the scientific disciplines.

Career opportunities are available in DMA for college graduates with majors in the fields of Cartography, Geography, Geodesy, Mathematics, Computer Sciences, and the Physical Sciences. DMA employs about 7,600 civilians, primarily at three major DMA Components; in the Washington, D.C. area (DMA Hydrographic Center, Suitland, Maryland and DMA Topographic Center, Brookmont, Maryland) and in St. Louis, Missouri (DMA Aerospace Center). Smaller numbers of civilians are employed by DMA in San Antonio, Texas, Kansas City, Missouri, Louisville, Kentucky, Providence, Rhode Island, Philadelphia, Pennsylvania, Clearfield, Utah, the Panama Canal Zone, South and Central America and other overseas locations.



For information on how and where to apply for positions with DMA, write:

Civilian Personnel Division
Defense Mapping Agency
Building 56, U.S. Naval Observatory
Washington, D.C. 20305

Defense Supply Agency

Excellent career opportunities are available in the Defense Supply Agency for college graduates with executive potential in the fields of supply management, procurement, contract administration, personnel administration, automatic data processing, financial management, and technical and management engineering.

The Defense Supply Agency (DSA) is a principal logistics element of the Department of Defense. Its mission is to provide supplies and logistics services to all of the military services, to other components of the Department of Defense, and, under certain circumstances, to other Federal departments and agencies.

The Agency determines requirements for, buys, stores until needed, and distributes virtually all of the food, medicines, and clothing used by the military services; purchases all bulk fuels and lubricants used by vehicles, ships, and aircraft of the services; and provides a great percentage of their chemical, construction, electronics, general, and industrial supplies. This involves the management of material valued at over $2½ billion. It involves the annual purchase of approximately $5 billion worth of these supplies, and the receipt and shipment of over 4 billion tons of material by DSA depots. Another DSA responsibility is the administration of more than 200,000 Defense contracts valued at more than $52 million.

In addition to these supply and contract administration services tasks. Agency personnel are responsible for the management of a variety of programs for the Department or Defense.

DSA employs about 47,000 civilians in its headquarters at Alexandria, Va., and at field activities and offices throughout the United States.

For information on these career opportunities, write:

Office of Civilian Personnel
Headquarters, Defense Supply Agency
Cameron Station, Alexandria, Va. 22314

Energy Research & Development Administration

The Energy Research and Development Administration serves to integrate the efforts of various research groups which in the past were required to compete for a variety of resouces—funds, skilled people, and facilities. The creation of ERDA makes it possible to direct the Nation's available research and development resources with a single unified effort to resolve the energy problem.

Building upon the scientific and technical base of the former Atomic Energy Commission, the Department of the Interior's Office of Coal Research, and the energy research centers of the Bureau of Mines, and certain research programs of the National Science Foundation, the Congress established the Energy Research and Development Administration as the central agency for the conduct and coordination of major Federal R&D programs. The agency has a broad charter to conduct or sponsor research and development on all energy resources and utilization processes. Fossil fuel, nuclear and advanced energy sources, conservation of energy, and environmental considerations will receive full recognition and appropriate emphasis.

The scope of possible energy sources and utilization techniques that the Energy Research and Development Administration explores is virtually unbounded. It includes solar, tidal, wind, hydrogen, geothermal (using natural steam, hot dry rock, water injection, and other techniques), and nuclear fusion. It covers new directions as yet unvisualized. The vigorous pursuit of all promising energy sources is a major mission of the agency.

The short- and long-term program of the Energy Research and Development Administration offer many interesting career positions for professional staff. A career in this field will enable many individuals to realize professional ambitions while making important contributions to the Nation's future.

Environmental Protection Agency

The Environmental Protection Agency serves as the advocate for a livable environment in a number of ways. EPA is first and foremost a regulatory agency, with responsibility for standard-setting and enforcement. It is also a research body, monitoring and analyzing the environment and conducting scientific studies. The Agency is engaged in a massive effort to restore America's waters, to reduce air pollution, and to find a comprehensive approach to other environmental problems associated with pesticides use, radiation, solid waste disposal, mechanically-generated noise, and toxic substances. The Agency provides technical and scientific information to the public, offers technical and financial assistance for environmetal protection efforts at all levels of government, and provides training to develop the skilled environmental capability that the nation needs.

When the realization was first made that we were wasting and polluting our environment, practically everyone wanted something done, but few Americans really understood how they could help. That situation has been rapidly changing since the creation of the U.S. Environmental Protection Agency in 1970 and the passage of strong legislation in the environmental field.

To accomplish the formidable tasks facing it, EPA will require the contributions of outstanding college graduates, including many with advanced degrees, in such fields as:

- environmental science
- engineering
    - —sanitary, civil, chemical
    - —environmental
- law
- chemistry
- biology
- hydrology
- oceanography
- operations research
- medicine

A career with EPA is a commitment to a better future for all people. Applicants should contact: **Environmental Protection Agency, Personnel Office,** at the appropriate address listed below:

Room 3910
401 M Street, S.W.
Washington, D.C. 20460
(Washington Headquarters)

Room 2303
John F. Kennedy Building
Boston, Mass. 02203
(Conn., Maine, Mass., N.H., Rhode Island, Vermont)

Room 847
26 Federal Plaza
New York, N.Y. 10007
(New Jersey, New York, Puerto Rico, Virgin Islands)

Curtis Building
6th & Walnut Streets
Philadelphia, Penn. 19106
(Delaware, Maryland, D.C., Pennsylvania, Virginia, West Virginia)

Suite 300
1421 Peachtree St., N.E.
Atlanta, Georgia 30309
(Alabama, Florida, Georgia, Ky., Miss., Tenn., N.C., S.C.)

230 S. Dearborn St.
Chicago, Illinois 60606
(Ill., Ind., Minn., Mich., Ohio, Wisconsin)

1600 Patterson Street
Suite 1100
Dallas, Texas 75202
(Ark., La., N.M., Texas, Oklahoma)

1735 Baltimore Avenue
Kansas City, Mo. 64108
(Iowa, Kansas, Missouri, Nebraska)

1860 Lincoln Street
Lincoln Tower Building
Denver, Colorado 80203
(Colo., Mont., N.D., S.D., Utah)

100 California Street
San Francisco, Cal. 94111
(Ariz., Calif., Nev., Hawaii, Guam, Amer. Samoa, Trust Territories, Wake Is.)

1200 Sixth Avenue
Seattle, Washington 98101
(Idaho, Ore., Washington, Alaska)

1055 Laidlow Avenue
Cincinnati, Ohio 45268
(National Environmental Research Center)

P.O. Box 15027
Las Vegas, Nevada 89114
(National Environmental Research Center)

411 West Chapel Hill Street
Durham, N.C. 27701
(National Environmental Research Center)

200 S. W. 35th Street
Corvallis, Oregon 97330
(National Environmental Research Center)

2565 Plymouth Road
Ann Arbor, Michigan 48105
(Office of Mobile Source Air Pollution Control)

Equal Employment Opportunity Commission

The Equal Employment Opportunity Commission was created by Title VII of the Civil Rights Act of 1964, and became operational July 2, 1965. Title VII was amended by the Equal Employment Opportunity Act of 1972.

The Equal Employment Opportunity Commission has two purposes: (1) to end discrimination based on race, color, religion, sex or national origin in hiring, promotion, firing, wages, testing, training, apprenticeship, and all other conditions of employment; and (2) to promote voluntary action programs by employers, unions, and community organizations to put equal employment opportunity into actual operation.

The Commission has five members who are appointed by the President with the advice and consent of the Senate for 5-year terms, one ending each year. The President designates one member as Chairman and one as Vice Chairman.

The Chairman is responsible on behalf of the Commission for the administrative operations of the agency, including the overall implementation of policies and procedures established by the Commission to carry out the provisions of Title VII of the Civil Rights Act of 1964, as amended.

The Chairman and Commissioners are assisted in carrying out the functions of the Commission by the Executive Director, the General Counsel, and the Directors of staff and program offices at Headquarters. EEOC field activities are the responsibility of regional and district offices operated under the general supervision of the Executive Director, and of regional litigation centers operated under the supervision of the General Counsel.

The EEOC is well represented in the field. **Seven Regional Offices,** located in Atlanta, Chicago, Dallas, Kansas City, New York, Philadelphia, and San Francisco, oversee the operations of **32 District Offices** and serve as liaisons between the activities of the Commission and State and local entities—both public and private—working on behalf of equal employment.

In addition, **Five Litigation Centers** conduct all delegated legal action and coordinate U.S. District Court matters for the Commission throughout the nation. The centers are located in Atlanta, Chicago, Denver, Philadelphia and San Francisco.

Headquarters' offices and their functions are listed below:

Office of Compliance—responsible for the proper handling of investigations, conciliations, and decisions regarding charges of employment discrimination.

Office of Voluntary Programs—point of contact for assistance in the development of affirmative action and other programs for voluntary compliance with Title VII.

Office of Research—main source of statistical and research data on status and patterns of employment of minorities and women.

Office of General Counsel—conducts all litigation to which the Commission is a party or in which the Commission is involved; provides legal advice to the Commission in all phases of its work.

Office of State and Community Affairs—links the Commission and State and local agencies working to eliminate job discrimination; supervises referral process between EEOC and State agencies; manages grant/contract programs to aid the aims of Title VII.

Most positions at Headquarters and in the field are directly involved with either investigative or conciliatory activities arising out of citizens' complaints alleging violation of Title VII of the Civil Rights Act of 1964, as amended. The majority of the Commission's Equal Employment Opportunity Specialists investigate those cases charging discriminatory employment practices which fall under the purview of the Act, while other Specialists are assigned the primary responsibility for negotiating, whenever possible, settlements between the complainant and the respondent employer. Advancement opportunities for Equal Opportunity Specialists are excellent.

For further information, contact:

Director of Personnel
Equal Employment Opportunity Commission
2401 E Street, NW.
Washington, D.C. 20506

Export-Import Bank of the U.S.

The Export-Import Bank of the United States, familiarly known as Eximbank, is an independent agency of the United States Government whose primary function is to aid in financing and to foster the expansion of exports of U.S. goods and related services. Eximbank was founded in 1934; its legislative charter was recently renewed by the Congress until June 30, 1978.

Eximbank implements a variety of programs to meet the needs of the U.S. exporting community. These programs take the form of direct credits to purchasers of U.S. exports, and the issuance of guarantees and insurance and extension of discount facilities, so that exporters and private banks can extend appropriate financing without taking undue risks. Eximbank's direct lending program is generally limited to larger sales of U.S. products and services, while the guarantee, insurance and discount programs have features designed especially to assist exporters in smaller sales.

In recent years, Eximbank has participated in approximately one-sixth of our Nation's export sales. It has facilitated exports of all categories of goods, but has been most prominent in helping to finance exports of technically sophisticated, high price capital goods such as transport equipment, and machinery and equipment.

Eximbank is small in terms of staff—about 425 employees. The Bank has a continuing need for employees with undergraduate degrees in accounting, economics, business administration and banking. Appropriate graduate degrees include master of business administration, master of arts in economics, and doctorate in economics with concentration in international trade and finance. Eximbank also employs attorneys and engineers.

In addition to academic qualifications, candidates should have an interest in international and domestic financial and economic affairs. Highly developed skills in oral and written communication are essential. Foreign language training is helpful.

All Eximbank positions are in Washington, D.C., and some require occasional travel. While the Bank is an independent Federal agency, its work necessarily involves frequent contact with other Government agencies, particularly the Departments of State, Treasury and Commerce, with U.S. businessmen and bankers, and with officials of foreign embassies in Washington, D.C.

For further information please write to:

Personnel Officer
Export-Import Bank of the United States
811 Vermont Avenue, NW.
Washington, D.C. 20571

Farm Credit Administration

The Farm Credit Administration is the supervisory agency for the cooperative Farm Credit System. The System is comprised of 37 banks and about 1,000 local credit associations which are providing farmers, ranchers, and their cooperatives with some $24 billion in credit; about 25 percent of all they use. These institutions also make loans to producers or harvesters of aquatic products and their cooperatives, to rural homeowners, and to businesses which provide farmers with on-the-farm services.

The Banks and Associations of the System are essentially credit cooperatives and are owned by their borrowers. Their loan funds are obtained through the sale of securities to investors in the Nation's money markets. They are, however, supervised according to the law and in the public interest by the 200 employees of the Farm Credit Administration.

Most FCA positions are in Washington, D.C., although Farm Credit examiners may be stationed anywhere in the country, reporting to regional offices which are located in Columbia, S.C., Bloomington, Minn., and St. Louis, Mo.

The primary objectives of the System is to enhance the income and well-being of its borrowers through the extension of sound, adequate and constructive credit to them, their cooperatives, and to selected businesses essential to efficient farm operations.

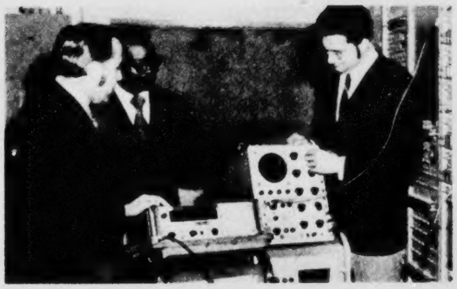
FCA offers job opportunities to agriculturally-oriented college graduates interested in serving Farm Credit System borrowers. To carry out its mission, FCA employs bank and association examiners, loan specialists, operations analysts, agricultural economists, accountants, and other specialists in areas related to agricultural credit. Advancement opportunities in these positions are excellent.

For further information, contact:

Director of Personnel
Farm Credit Administration
Washington, D.C. 20578

Federal Communications Commission

The Federal Communications Commission is an independent Government agency, reporting directly to Congress, responsible for regulating interstate and foreign communications by radio, television, wire, and cable. It is intimately involved in every phase of international and domestic electronic communications. In its regulation of one of the life-blood industries of the Nation, Commission authority covers a staggering range of activities. In its regulation of broadcasting, the FCC has jurisdiction over AM and FM radio, VHF and UHF television, and cable television. The Commission regulates landline common carriers, as well as radio common carriers, which include land mobile



radio, microwave, and communications satellites. It also supervises use of the radio spectrum by industry, commerce, marine, aviation, public safety, and personal radio services. In international matters, the FCC is responsible for domestic administration of the telecommunications provisions of treaties and international agreements.

The Federal Communications Commission employs 1,500 workers in the Nation's Capital and in 60 field offices throughout the United States and Puerto Rico. Most of the entry positions are located in its headquarters in Washington, D.C.

Although relatively small, this Commission offers many career opportunities to applicants interested in the regulatory work of the major fields of communication. The greatest number of positions of interest to college students at the FCC are electronic engineers, working in radio and wire communications, and attorneys, working on administrative, quasi-judicial, and quasi-legislative matters. To a lesser extent, the Commission uses economists with training in public utility and related economics, accountants, computer specialists, and other professional workers.

For detailed information, write to:

Director of Personnel
Federal Communications Commission
Washington, D.C. 20554

Federal Deposit Insurance Corporation

The Federal Deposit Insurance Corporation is the agency of the United States Government that insures bank depositors. The rash of bank failures which brought it into being in 1933 is happily only a memory—if that—to most of this generation. Over 97 percent of the Nation's approximately 14,000 banks participate in the voluntary program which insures deposits up to $40,000 for each depositor. The regular assessments which the banks pay for insurance, its income from investments (but not taxes), provide the entire income of the Corporation.

In the Corporation's more than 40 years of operation, fewer banks have failed than failed in any one of the prosperous years of the 1920's. The confidence that surrounds our banking system rests both on the protection that the FDIC has provided where failures have occurred and in the knowledge that substantially all insured banks are kept sound through periodic examinations. The FDIC regularly examines the more than 8,500 State-chartered banks not members of the Federal Reserve System and may examine other insured banks.

As the chief guardian against bank failures, the Corporation's more than 1,600 Examiners look for violations of law and regulations and unsound banking practices. Working as a team member, they seek to determine the financial condition of a bank, the adequacy of its internal procedures and the character of its management. The findings and recommendations are discussed with bank management.

Employment as a Trainee Examiner requires college training in accounting, business administration, finance, economics, or previous bank employment in a responsible position, a willingness to travel extensively and to be available for relocation.

A high degree of professional mobility is evidenced by the number of Examiners who use their experience as a stepping stone to banking careers, a development which the FDIC wryly welcomes. Even though it imposes continuing burdens of training and development, it makes for a stronger banking system. The Corporation's "alumni" in banking and related financial activties number in the hundreds.

For more information on a career in bank supervision, write to:

Director of Personnel
Federal Deposit Insurance Corporation
550 17th Street, NW.
Washington, D.C. 20429

Federal Home Loan Bank Board

The Federal Home Loan Bank Board, created in 1932 by the Federal Home Loan Bank Act, determines policies and directs important Federal activities in the savings institution-home mortgage field.

The Board, an independent, regulatory, bipartisan body, has three members, each appointed for a term of 4 years by the President and confirmed by the Senate. The Board's headquarters is located in Washington, D.C. However, two-thirds of the staff members are assigned to locales throughout the United States.

The Board has gradually moved from its primary role of regulation in the 1950's and 1960's to one of leadership in financial management and innovative solutions to the Nation's housing problems. The Board also encourages savings and loan associations to invest in long-term urban renewal and rehabilitation projects.

Since the savings and loan industry has a major impact on the national economy, the Board's Office of Examinations and Supervision conducts periodic onsite examinations of every insured savings and loan association in the country. Supervisory Agents, directed from Board headquarters in Washington but employed by the regional Banks, work with savings and loan management to correct less than satisfactory operation.

The Board is also the operating head of the Federal Savings and Loan Insurance Corporation (FSLIC). This Corporation insures, under the National Housing Act, savings accounts in Federal Savings and Loan Associations and in eligible State-chartered home financing institutions.

Thus, the Federal Home Loan Bank Board is to the savings and loan industry what the Federal Reserve Board, the Federal Deposit Insurance Corporation and the Comptroller of the Currency are to commercial banks. Positions as savings and loan examiners are available throughout the country for college graduates knowledgeable in accounting, finance, and business administration. There are excellent opportunities for advancement to high levels of responsibility for examiners who demonstrate ability in these subjects. Positions available in the headquarters in Washington, D.C. include computer specialists, financial analysts and other finance-related occupations. Additional training in various Government and non-Government facilities and attendance at professional meetings are available to selected employees.

For further information, please contact:

Director of Personnel
Federal Home Loan Bank Board
320 First Street, NW.
Washington, D.C. 20552

Federal Maritime Commission

Whenever ships carry the world trade to and from American ports, they are working under guidelines developed for the shipping industry by the Federal Maritime Commission.

The Commission regulates American and foreign-flag ocean carriers calling at American ports, and freight forwarders and ocean terminal operators who participate in the movement of our ocean commerce.

The Presidentially appointed Commissioners rely on a staff of professional and technical experts for support as they consider the decisions they must make to regulate ocean-borne transport. The professional staff is made up of lawyers, tariff and transportation specialists, economists, accountants, and investigators.

Lawyers at the Maritime Commission may be assigned to the Office of the General Counsel or to the Bureau of Hearing Counsel. Staff attorneys at FMC may do legal research, supervise junior attorneys, handle administrative cases before Commission Administrative Law Judges, or argue cases before the Commissioners.

Another major group of professionals are those whose college majors are in transportation, business administration, accounting, or economics. These staff members analyze practices of the shipping industry to determine whether the carriers are complying with the law; whether rates tend to be discriminatory or otherwise unlawful; and whether they should recommend corrective action by the Commission.

College-trained employees work in accounting and auditing positions, analyzing financial statements or auditing the books of the companies under the jurisdiction of the

Commission. Other college graduates are investigators who are called upon to resolve questions about violations of shipping laws of the United States or regulations of the Federal Maritime Commission.

Whatever your specialty in the Maritime Commission may be, your main interest will be to promote fairness and cooperation among the industries subject to FMC regulation.

For further details, write to:

Office of Personnel
Federal Maritime Commission
1100 L Street, NW.
Washington D.C. 20573

Federal Power Commission

The Federal Power Commission can offer the college graduate . . .

- An active role in vital programs involving the interaction of technology and significant social, economic, and legal issues.
- Challenging experience contributing to your career goals.
- Membership in a staff with a reputation for excellence gained through knowledge, imagination, and hard work.

The FPC regulates the interstate aspects of the electric power and natural gas industries—the Nation's first and sixth largest industries. It authorizes the interstate movement of these commodities and their wholesale rates, en[illegible] conservation of the Nation's water resources, and regulates accounts and corporate changes in companies subject to its jurisdiction.

Commission determinations affect every home and business using electricity or natural gas in the United States. To carry out its mission in the public interest, the FPC must protect the consumer directly and also ensure the continuing growth and economic soundness of the utility companies which serve the consumer.

FPC programs constantly require new ideas and new approaches. Currently, these programs involve such far-ranging matters as environmental quality, reliability of service, aesthetics, and land and water utilization.

One of the most complex challenges facing the FPC today is that of electric power reliability. Power failures in various parts of the country underscore the public's dependence on a reliable supply of electricity.

In recent years the public has come to expect more from the utility industries than adequate service and reasonable rates. In addition to these primary goals, they expect utilities to operate in a manner respecting the natural environment. To fulfill these expectations, the FPC is working with regulated companies to solve environmental problems.

The professional fields of employment open in the FPC include engineering (petroleum, electrical, civil, mechanical, and hydraulic), law, accounting, economics, and geology. Since many matters go to formal hearings, professional staff members work with attorneys in preparing for cross-examination of outside witnesses and assist as technical advisors in the actual cross-examination. Often, staff members prepare testimony and exhibits and appear in hearings as expert witnesses.

For further details, write to:

Director, Office of Personnel Programs
Federal Power Commission
Washington, D.C. 20426

Federal Trade Commission

As protector of the consumer and guardian of the free enterprise system, the Federal

Trade Commission has responsibilities which touch on virtually every aspect of the Nation's economy.

The Commission is at the forefront in the field of consumer protection, an area of vital importance to the Nation.

The FTC has broad responsibility for enforcing laws which aim to eliminate unfair and deceptive acts and practices in interstate commerce. The "Truth in Lending", "Truth in Packaging", and "Fair Credit Reporting" laws are high-priority concerns of the Commission, as are other statutes which protect the consumer against fraudulent marketing of certain products.

A second major area of FTC activity is enforcement of antitrust laws. The Commission strikes out against price fixing, economic boycotts, illegal corporate mergers, and other acts which threaten the integrity of the competitive economic system.

The FTC faces problems of national importance. To solve these problems, it needs intelligent and concerned college graduates with degrees in law, economics, accounting, finance, textiles, and other fields.

Excellent opportunities await highly qualified law school graduates who are interested in careers as attorneys in the specialized fields of trade regulation and antitrust law. Other opportunities are available for business economists, accountants, statisticians, and investigators. The Commission offers a highly selective program in the administrative field for college graduates with more generalized academic backgrounds.

The Commission also has unique authority to explore economic problems in depth. Economists participate in studies which produce voluntary corrective action throughout industry or lead to legislation aimed at eliminating unfair competition.

Write to:

Director of Personnel
Federal Trade Commission
6th Street & Pennsylvania Avenue, NW.
Washington, D.C. 20580

General Accounting Office

The United States General Accounting Office is a non-political, nonpartisan agency created by Congress in 1921. The GAO is in the legislative branch of the Federal Government and is headed by the Comptroller General of the United States. The GAO acts in behalf of the Congress by performing program-results reviews, Government-wide reviews, and cost-benefit analyses. In so doing, this Agency is evaluating and reporting on financial controls, accountability, efficiency of management, use of resources, and effectiveness of programs in all areas of the Federal Government.

The Comptroller General and professional staff also assist Congress directly by performing program and budget analysis and providing other congressional budget and impoundment control processes; by performing special audits, surveys, and investigations; by providing information in reply to inquiries from congressional committees and members; and by testifying before committees and furnishing comments to the Congress on proposed legislation.

In addition, the Comptroller General acts as legal spokesman for Congress in determining the extent of authority granted by Congress to departments and agencies and the circumstances under which public funds may be spent. The legal responsibilities also include settling claims both by and against the United States and collecting debts that other agencies have been unable to collect through means available to them. Such duties are executed with the assistance of a large staff of attorneys, law clerks, adjudicators, and claims examiners.

The professional auditing staff of GAO includes not only individuals with backgrounds in accounting and auditing, but also an increasing number of inter-disciplinary specialists in such varied fields as business, public administration, management, finance, economics, engineering, mathematics, statistics, computer science, and systems analysis. The GAO's broadscope reviews of the planning, organization, controls, and decision-making of Federal agencies have utilized the skills of those employed in the various disciplines. Since selective reviews in all cabinet-level departments and in some 60 independent agencies and commissions are conducted by professional staff members of the GAO, staff assignments are highly diverse and involve just about every substantive field and technical aspect of national economy.

The GAO has its headquarters in Washington, D.C., with regional offices located in 15 cities and sub-offices of these regions in eight cities throughout the United States. In addition, the GAO has three offices overseas. The staff of the GAO totals nearly 5,500 persons.

If you desire further information on the GAO, you may write to:

Director
Office of Personnel Management
U.S. General Accounting Office
Washington, D.C. 20548

General Services Administration

The General Services Administration, created in 1949, is the business arm of the Federal Government's executive branch. The agency employs approximately 40,000 people in offices nationwide to design, construct and manage Federal buildings and serve as the Government's real estate developer, procurement and supply distribution agent and communications, transportation, and records manager. In addition, GSA develops Government-wide policy in the areas of management systems development and financial, property, procurement and ADP management. Every effort is made to consider urban, environmental and consumer-related factors in performing these functions. The agency is organized into four major services which are described below.

GSA—Public Buildings Service. The mammoth job of providing space for Federal employees and Federal activities throughout the U.S. belongs to GSA's Public Building Service. PBS, in planning, designing, constructing and managing Federal buildings, as well as in acquiring sites and leasing commercial space, has grown to become one of the largest real property developers and landlords in the world.

Even before the steel and concrete of a new Federal building is laid, PBS is involved. Urban planners, designers, architects, environmentalists, relocation experts, civil rights regulators, among others, study the needs of the people who will work in the buildings and the effect the structure will have on the community, including the availability in that location of middle or low-cost housing, transportation, parking, ecology, local planning and other socio-economic factors. PBS then manages the building's development from the design stage, through construction and occupancy.

When the building is completed, PBS takes over its management—the assignment of office space, protection, repairs, improvements, remodeling and the management of utilities, such as power, heat, light and water. PBS also maintains these responsibilities in buildings it leases.

GSA—Federal Supply Service. Through the Federal Supply Service, GSA provides agencies with the supplies, equipment and the business know-how necessary to operate efficiently. From paper clips to automobiles, FSS manages and operates a multi-billion dollar wholesale and retail system that is world-wide in scope.

In its role as a manager, FSS is the Government's regulator of everything from procurement to public utilities to transportation. The regulations it issues govern everything from day-to-day contracting procedures to travel of Federal employees. As a consultant, it helps agencies improve their supply and transportation operations. It protects the Government as a consumer by representing it before regulatory bodies such as the Interstate Commerce Commission and the Federal Communications Commission.

As a merchant, FSS maintains a nationwide depot system which distributes over a half billion dollars worth of goods annually. Its operation of more than 60 supermarket-type stores allows agencies to buy their day-to-day supplies quickly, efficiently—without red tape. Additionally, it operates and maintains a fleet of more than 60,000 vehicles which serve the needs of Federal agencies all over the U.S.

FSS is also a leader in helping to cure the nation's socio-economic ills. Each year, FSS awards millions of dollars worth of non-competitive contracts to minority-owned firms, to help them enter the mainstream of American business. Through its environmental office, FSS has established major programs to buy recycled paper products and reduce harmful emissions from Government-owned automobiles.

GSA—National Archives and Records Service. NARS is the memory bank of the nation. It preserves the permanently-valuable historic documents of our nation's past—such as the Declaration of Independence, the Constitution and other records from the early days of the U.S. It stores some 12 million cubic feet of non-current records in the Federal Archives and Records Centers nationwide. It administers a program of disposing of Federal records no longer needed for administrative or historical purposes, and makes many research materials available to scholars and researchers through a microfilm publication and sales program.

The management of Federal records has become a very sophisticated program at NARS. Other agencies consult NARS for expert advice on the handling of paperwork—its efficient utilization, the mechanization of paperwork systems, the best methods for keeping the flow of paperwork to a minimum.

NARS has many other related responsibilities. The Office of the Federal Register publishes laws, constitutional amendments, Presidential documents and administrative regulations. Through the National Historical Publications Commission, NARS stimulates and assists other organizations' projects for publishing the basic documents needed by scholars for the writing and teaching of American history.

The National Audiovisual Center serves as a clearinghouse for most Government films, with subjects ranging from Apollo flights to woodworking, and makes these films available for sale or distribution to educational institutions and groups around the world. NARS also preserves, publishes and administers historical materials in the various Presidential libraries.

GSA—Automated Data and Telecommunications Service. Although only in existence since 1972, the Automated Data and Telecommunications Service of GSA is a highly-sophisticated organization that is marching ahead in the new age of computers and telecommunications.

ADTS provides general-purpose data processing and telecommunications services to agencies of the Federal Government. Twelve Federal data processing centers provide a range of common computing services to agency users. But it doesn't stop there. ADTS is formulating future systems plans that will replace existing facilities with a modern nationwide teleprocessing network that will link users from virtually any location into one central network.

With its voice communications system, ADTS brings, along with data, facsimile and teletypewriter transmission service, direct communication capability to Government users. In one year alone, 116 million long-distance calls were made, and five million words transmitted over nine million miles of circuitry.

ADTS telecommunications goals will bring to the Government executive's desk a new realm of information: charts, graphs, audio-visual and printed communications, conference calls and live telephone lines that will make tomorrow's Government more efficient and more economical.

In addition, GSA has an internal administrative support organization, the Office of Administration. OAD provides day-to-day administrative support in the areas of budget, data systems, finance, management services, and personnel to the four major services.

Training programs with career opportunities are offered to college caliber people in management (all organizations), personnel and budget administration (OAD, PBS, FSS), engineering (PBS, FSS, ADTS). architecture (PBS) accounting (OAD), computer programming (OAD, ADTS), archival and records management (NARS), procurement (FSS), telecommunications (ADTS), property management and disposal (PBS, FSS), investigation (OAD, PBS), law (OAD).

For information on positions in our regions, write directly to the GSA Regional Personnel Office in the appropriate locations:

Region 1, J. W. McCormack P.O. and Courthouse, Boston, Massachusetts 02109

Region 2, 26 Federal Plaza, New York, New York 10007

Region 3, 7th and D Streets, SW., Washington, D.C. 20407

Region 4, 1776 Peachtree Street, NW., Atlanta, Georgia 30309

Region 5, 230 South Dearborn Street, Chicago, Illinois 60604

Region 6, 1500 East Bannister Road, Kansas City, Missouri 64131

Region 7, 819 Taylor Street, Fort Worth, Texas 76102

Region 8, Denver Federal Center Building 41, Denver, Colorado 80225

Region 9, 525 Market Street, San Francisco, California 94105

Region 10, GSA Center, Auburn, Washington 98002

For positions in GSA headquarters, write directly to the appropriate office indicated below:

Public Buildings Service
Personnel Office
General Services Administration
18th and F Streets, NW.
Washington, DC 20405

Federal Supply Service
Personnel Office
General Services Administration
1941 Jefferson Davis Highway
Crystal Mall Bldg. 4
Washington, D.C. 20406

National Archives and Records Service
Personnel Office
General Services Administration
7th and Pennsylvania Avenue
Washington, D.C. 20408

Office of Administration
Executive Office—Personnel Officer
General Services Administration
18th and F Streets, NW.
Washington, D.C. 20405

Automated Data and
Telecommunications Service
Personnel Office
General Services Administration
18th and F Streets, NW.
Washington, D.C. 20405

Government Printing Office

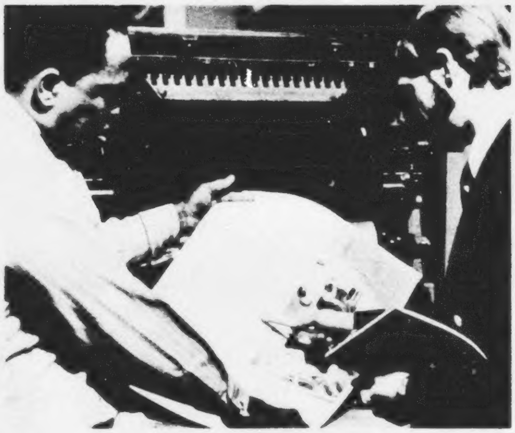
The Government Printing Office in Washington, D.C., is the largest and best equipped general printing plant in the world, performing printing and binding services for the Congress and Federal agencies. It is famous for its high quality of work and proud of its reputation for serving the needs of the people of the United States and their Government for over a century.

The better known publications printed by the Office are the Congressional Record, Federal Register, Agriculture Yearbook, and Infant Care. Also produced are all of the bills, reports, resolutions, hearings, and calendars of the House of Representatives and the Senate. In addition, printed materials generated by some 100 agencies in the executive, legislative, and judicial branches of the Government are produced by the Government Printing Office.

Another very important function of the Government Printing Office is its role as distributor of Government publications via the Public Documents Department. It offers more than 25,000 different publications for sale to the public either by mail order or at any one of the 24 bookstores located throughout the nation.

The printing and binding performed by the Office for its customer agencies is on a cost basis. The printing requirements of today's Government have greatly extended the Offices responsibilities for both in-house and commercial printing. To facilitate the increase in outside procurement, 14 procurement offices have been established across the United States.

The Government Printing Office employs close to 9,000 persons, of which approxi-



mately three-fourths are in the graphic arts crafts and related blue collar occupations. The remainder of the work force consists of professional, administrative, technical, and clerical employees who are engaged in diverse occupations providing support for the printing production plant. Careers for college graduates include positions as printing specialists, accountants, artists, chemists, supply specialists, engineers, librarians, nurses, and specialists in personnel management.

Recent college graduates who enter Government Printing Office management training programs are assured of challenging and satisfying careers.

For additional information, contact:

Chief, Employment Branch
Government Printing Office
North Capitol and H Streets, NW.
Washington, D.C. 20401

Department of Health, Education, and Welfare

The Department of Health, Education, and Welfare is the United States government agency most involved, either directly or indirectly, with the greatest number of citizens. Few organizations provide such a vast array of special programs. Particularly significant to those whose motivations are primarily humanitarian and directed toward social as well as medical ills, its operating agencies offer interesting, innovative and worthwhile career patterns and opportunities that shift to meet the demands of the times. The Department is administered by a Secretary, aided by an Under Secretary, the General Counsel and the Assistant Secretaries. The Assistant Secretary for Health supervises and directs the activities of the following six health agencies constituting the **Public Health Service:**

HEW—Center for Disease Control plans, conducts and supports national programs to identify, prevent and control the spread of communicable diseases and other preventable conditions, and enforces foreign quarantine regulations and aids foreign countries in these fields. The center maintains a staff with a large nucleus of professional and technical personnel, including a variety of medical and para-medical specialists. The principal geographic locations of program facilities are Atlanta, Puerto Rico and State and local health departments. Contact:

Personnel Management Branch
Center for Disease Control
1600 Clifton Road, N.E.
Atlanta, Georgia 30333

HEW—Food and Drug Administration ensures the purity and safety of foods, drugs, cosmetics and therapeutic devices, and correct labeling through a nationwide system of Federal inspection and surveillance and through laboratory research and analyses in its facilities throughout the country. Handling these wide-ranging responsibilities requires scientifically trained personnel from a variety of disciplines such as chemistry, entomology, medicine, microbiology, microanalyses, pharmacology and veterinary medicine. Contact:

Recruitment Coordinator
Food and Drug Administration
Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20852

HEW — Health Resources Administration works to assess, mobilize, develop and better utilize the nation's health resources. Its responsibilities include such diverse fields as health, statistics, health services research and evaluation, emergency medical services, health manpower education, comprehensive health planning and nursing home improvement. Opportunities of exceptional nature are available in the Health Science field and for those with training in Statistics, Mathematics and Public Health. Contact:

Division of Personnel Management
Health Resources Administration
Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20852

HEW—Health Services Administration is primarily concerned with direct medical care. Organized to help improve the delivery of quality medical attention, it provides and finances health services through grants, contracts and direct care, and works to develop better systems of delivery. It assigns health teams to meet the needs of medically underserved communities. Persons whose skills, training and experience relate to any phase of the operation of hospitals or clinics should contact:

Staffing Program
Office of Personnel
Health Services Administration
Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20852

HEW—National Institutes of Health is the Government's primary agency for medical research, health education and biomedical communications. It conducts biomedical research in its own laboratories, and administers grants and contracts to support such research in universities, medical schools and non-profit agencies. It also operates the National Library of Medicine, a center for the dissemination of biomedical information to scientists throughout the world. Opportunities exist for persons at the college graduate level and beyond with medical, scientific and engineering backgrounds, as well as for graduates in other disciplines who can participate in management. Contact:

College Relations Officer
National Institutes of Health
Bethesda, Maryland 20014

HEW—Alcohol, Drug Abuse and Mental Health Administration, the newest agency of the Department of Health, Education and Welfare, consists of three coequal institutes: the National Institute of Drug Abuse, the National Institute of Alcohol Abuse and Alcoholism, and the National Institute of Mental Health. Organized to deal with high-priority socio-medical problems in these three areas of concern, this organization provides an unusual work setting involving both the health and human service systems and interaction with courts, schools and service agencies. Contact:

Personnel Office
Alcohol, Drug Abuse and Mental Health Administration
Parklawn Building Room 4-B04
5600 Fishers Lane
Rockville, Maryland 20852

The Assistant Secretary for Education directs the Education Division, which includes the Office of Education and the National Institute of Education.

HEW—Office of Education provides support for State and local elementary and secondary education, especially for disadvantaged students, education of the handicapped and vocational education. Other programs support educational television and technology, reading improvement efforts to eliminate illiteracy, career education and student assistance for higher education, including grants and student loans. Contact:

Division of Personnel and Training
Office of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202

HEW—National Institute of Education is a companion agency to the Office of Education. It is responsible for Federal activities in education research and development. It strives to introduce innovation, to reform the educational process and to strengthen and improve educational practice in both formal and informal learning situations.

It brings together a cadre of reseachers and practitioners who work with concerned groups to identify important problems, to propose solutions and to involve all appropriate components of the educational community. Contact:

Personnel Division
National Institute of Education
1832 M Street, NW.
Washington, D.C. 20506

HEW—Social and Rehabilitation Service is established to help the vulnerable, handicapped and impoverished people in our society achieve and maintain a maximum degree of self-sufficiency and independence.

To accomplish its mission, the Social and Rehabilitation Service administers the public assistance program for families with dependent children, including necessary social services; programs to vocationally rehabilitate the handicapped; and "Medicaid", all of which are operated by State and local agencies through Federal funding.

Although its programs are welfare-oriented and social service in nature, by its responsibilities in administering funds (most of which are disbursed by State and local agencies), SRS affords a special opportunity for those who are interested in grants management, financial matters and the like. Contact:

Personnel Office
Social and Rehabilitation Service
330 C Street, SW.
Washington, D.C. 20201

HEW—Social Security Administration administers the social insurance program known as "Social Security"; the Medicare program which provides health insurance coverage for older people and certain disabled persons; and the Supplemental Security Income program for aged, blind, and disabled adults who formerly received benefits under State-run public assistance programs.

One of the Nation's larger users of sophisticated electronic data processing systems, it maintains the largest centralized file of social information in the world. Providing employment in nearly 1100 local offices throughout the nation, its representatives are in daily contact with the public in every large city and town in the Nation. In the regional program centers and the Baltimore headquarters, especially attractive career opportunities exist for Claims Authorizers, Benefit Examiners, Economists, Social Insurance Research Analysts, Statisticians, and a broad spectrum of positions in the field of electronic data processing. Contact:

College Relations Officer
Division of Personnel
Social Security Administration
6401 Security Boulevard
Baltimore, Maryland 21235

The Assistant Secretary for Human Development supervises Department activities in the field of child development, aging, youth development and delinquency prevention, mental retardation, rural development and physical fitness.

HEW—Office of Human Development, organized to focus the Department's planning resources more effectively on certain groups of Americans with special needs, endeavors to help these persons develop their fullest human potential, to make the services they receive more effective and better coordinated, and to make the Federal Government more responsive to their needs. As a part of the current emphasis on decentralization, much of the program management and decision making is exercised through the ten DHEW Regional Offices. Contact:

Office of the Secretary
Personnel Office
Department of Health, Education,
and Welfare
330 Independence Avenue, SW.
Washington D.C., 20201

To accomplish its mission, each of the above agencies of the Department must depend upon a variety of support activities, the skillful management and operation of which is critical to its success. Included among these are such functions as: budget planning and administration; personnel administration, policy development, management planning and evaluation; administrative operations and services, public information and publications, audits and a host of others.

Many challenging and developmental assignments are available throughout the nation, to persons interested in careers in these professions.

Inquiries may be made directly to the various field facilities of the Department, through the Regional Personnel Offices, or to the special program components mentioned above.

With facilities located in all of the 50 U.S. States, territories and possessions, Department activities are coordinated through a system of Regional Offices, one of which may provide a convenient location for exploring employment possibilities in your geographic area. Applicants interested in positions with the Department of Health, Education, and Welfare outside the Washington, D.C. area should write directly to the personnel office of the region in which they would like to work. The addresses are:

Regional Personnel Officer
HEW Region I
JFK Federal Building
Government Center
Boston, Massachusetts 02203

Regional Personnel Officer
HEW Region II
Federal Building
26 Federal Plaza
New York, New York 10007

Regional Personnel Officer
HEW Region III
P.O. Box 13716
Philadelphia, Pennsylvania 19101

Regional Personnel Officer
HEW Region IV
Peachtree—Seventh Building
50 - 7th Street, NE.
Atlanta, Georgia 30323

Regional Personnel Officer
HEW Region V
300 South Wacker Drive
35th Floor
Chicago, Illinois 60607

Regional Personnel Officer
HEW Region VI
1114 Commerce Street
Dallas, Texas 75202

Regional Personnel Officer
HEW Region VII
Federal Office Building
601 East 12th Street
Kansas City, Missouri 64108

Regional Personnel Officer
HEW Region VIII
Federal Office Building
19th and Stout Streets
Denver, Colorado 80202

Regional Personnel Officer
HEW Region IX
Federal Office Building
50 Fulton Street
San Francisco, California 94102

Regional Personnel Officer
HEW Region X
1321 Second Avenue
Arcade Plaza
Seattle, Washington 98101

Department of Housing and Urban Development

The Department of Housing and Urban Development was established to administer the principal Federal programs to aid in developing housing and in the orderly growth of the Nation's communities. It encourages private industry to produce housing more efficiently, to build new communities, and to insure and finance housing construction. This financial and technical assistance to States, counties, and communities involves:

- the increased production of quality housing for more families, particularly low-income families
- development of an attractive, safe, and healthful urban environment through conservation and resources development
- the upgrading of the Nation's urban areas and improving housing management, as well as focusing Federal resources on solving urban problems
- applying modern technology to housing production, management, and urban development
- insuring equal opportunity for all citizens in housing and in employment in the construction industry

DEPARTMENT
OF
HOUSING
AND
URBAN
DEVELOPMENT

HUD operates these programs at three administrative levels: the headquarters plans and determines policy, procedures, guidelines, budget allocations, and it develops and evaluates programs; the Regional Offices administer HUD programs in their respective regions; and the Area Offices conduct the day-to-day operation of HUD programs, i.e.; they maintain direct liaison with city and State agencies to assist in developing and implementing loans, grants, and research. The majority of HUD personnel are located in the field offices.

Additional information concerning career opportunities can be obtained from:

Office of Personnel
U.S. Department of Housing and Urban Development
451 7th Street, SW.
Washington, D.C. 20410

Department of the Interior

This Department was created by act of Congress in 1849. The Department of the Interior is in charge of a wide range of programs concerned with management, conservation, and development of America's natural resources. Interior is responsible for the use and management of millions of acres of federally owned lands; administers mining and mineral leasing on a large area of additional land; irrigates reclaimed land in the arid portions of the West; manages giant hydroelectric power systems; operates grazing and forestry programs on huge federally owned ranges and forests; protects fish and other wildlife resources; conserves hundreds of scenic, historic, and park areas; conducts geological research and surveys; is responsible for the welfare of thousands of people in the U.S. territories; helps to insure the well-being of additional hundreds of thousands of Indians, Aleuts, and Eskimos; and manages the natural resources on millions of acres of Indian-owned lands.

Operating under the Office of the Secretary, the Department of the Interior is divided into the major organizations listed below.

Interior — Alaska Power Administration, Bonneville Power Administration, Southeastern Power Administration, Southwestern Power Administration. These massive Federal undertakings sell power generated at U.S.-owned dams and other such facilities, with each of the four organizations serving the regions indicated.

Interior—Geological Survey. Projects of the U.S. Geological Survey help in developing basic technological knowledge of our natural resources and insure the orderly recovery of usable minerals and forms of energy from public, Indian, and Outer Continental Shelf lands. The Survey identifies likely mineral target areas for detailed exploration; supervises exploration and recovery operations on leased onshore and Outer Continental Shelf lands and collects royalties due the Federal Government for any resources recovered; studies the ocean floor to determine its geologic environment; maps and analyzes areas to locate additional deposits of minerals and natural fuels; and designs scientific techniques for industrial site selection, highway engineering, and land management. The Survey is, for example, conducting systematic mapping of the United States by conventional and satellite photogrammetry; studying ways for people to live safely in earthquake-prone regions; investigating the quality and occurrence of ground and surface water; formulating and enforcing Federal safety and environmental protection regulations for resource recovery operations; and cooperating with researchers in the development of economical methods for the utilization of oil shale and geothermal energy.

Interior—Bureau of Indian Affairs. BIA provides many services to Indians, including economic development of natural resources; construction and operation of schools; teacher training; welfare services; vocational training; technical assistance to tribal governments, etc. The Bureau subsidizes irrigation projects, road construction, forest management, real estate appraisal, and loans for agricultural, commercial, and industrial enterprises.

Indian applicants receive preference in job appointments to the BIA.

Interior—Bureau of Land Management. BLM conserves and manages 464 surface acres throughout the nation and 760 million acres of subsurface which includes administration of mineral leasing laws on the Outer Continental Shelves. It surveys, sells and leases land, maintains the official records on all public land transactions, manages and protects public ranges and forests, and administers mining and mineral leasing laws.

Interior—Bureau of Mines. This Bureau is responsible for: conservation of mineral and fuel resources; and improving the methods for extracting, treating, and using minerals. The Bureau does research, provides information to the public, conducts inquiries, and enforces laws pertaining to the disposition of our mineral resources.

Interior—Mining Enforcement and Safety Administration. MESA, whose functions previously were performed in the Bureau of Mines, was set up as a separate and inde-

pendent agency by Interior Secretary Rogers C. B. Morton on May 7, 1973. MESA has only one reason for its existence—to safeguard the health and safety of our Nation's miners. With an increasing demand for coal and minerals to fuel our expanding economy, we must remain constantly alert to conserve one of our most precious resources—THE AMERICAN MINER.

Interior—Bureau of Outdoor Recreation. This Department of the Interior component works to assure that Americans have ample access to outdoor recreation in a healthy environment. It does this by careful and extensive planning, acquiring land, cooperating with other Federal agencies and with State governments, and by studying the recreation facilities available in all parts of the country.

Interior—National Park Service. The NPS presides over our country's system of natural, historic, and recreational parks and monuments. The Park Service strives to develop the full potential of each area for the public's enjoyment and education and to protect the natural and cultural treasures in these areas. NPS provides assistance to the States in the development and management of public park and recreational facilities. It also has an archeological program for the preservation of antiquities and helps to acquire and preserve historic properties.

Interior—Bureau of Reclamation. The Bureau of Reclamation helps to promote the economic health of local communities and regions by making the best possible use of available land and water resources for irrigation, flood control, power generation and transmission, recreation, wildlife protection, navigation, etc. This is the organization which built and now operates the Hoover and the Grand Coulee dams, among many other major water-control projects.

Interior—Fish and Wildlife Service. This service is dedicated to the perpetuation, use, understanding, and enjoyment by the people, of the sportfish and wildlife resources of the Nation. It produces and distributes hatchery fish; operates a nationwide system of wildlife refuges; regulates the hunting of migratory birds; manages fish and wildlife population by scientific methods; and helps to build a quality environment for all fish and wildlife. The Service conducts all of these operations in close cooperation with State and private organizations.

In successfully pursuing the myriad activities of its many agencies, the Department of the Interior requires the service of young professionals in many fields. Interior recruits college men and women well versed in such areas as these: public administration, surveying, cartography, chemistry, economics, education, every conceivable sort of engineering, fish and wildlife biology, forestry, geology, hydrology, soil science, law, mathematics, oceanography, physics, social science, statistics, library science, technical writing and editing, and many more.

Interested, qualified persons should contact:

Director, Organization and Management
Department of the Interior
Washington, D.C. 20240

Agency for International Development

The Agency for International Development provides economic and institutional advisers to countries which have invited the United States to help them develop the ability to grow on their own. The Agency's basic purpose is to assist people of the less developed world to acquire the food, health, skills, education, and other fundamental ingredients of a better way of life.

AID supplies technical assistance, extends loans and grants, and administers the food for peace program in Africa, Asia, and Latin America. AID's programs involve such fields as economic planning, education, agriculture, health, industrial development, finance, transportation, housing, and communications.

AID employees are in a variety of jobs in various career fields including accounting, agricultural economics and economics, program management, rural development and engineering. There are recurring needs at the entry level for graduates who have advance degrees in agriculture, agricultural economics, economics, finance, civil engineering, public health and, occasionally, law.

These academic backgrounds lend themselves to assignment either in Washington or in one of the more than 60 developing nations served by AID.

Inquiries should be directed to:

Chief, Recruitment Branch
Office of Personnel and Manpower
Agency for International Development
Washington, D.C. 20523

U.S. International Trade Commission

Formerly the U.S. Tariff Commission, the U.S. International Trade Commission serves the Congress and the President as an advisory, factfinding agency on tariff, commercial policy, and foreign trade matters.

The Commission conducts a variety of investigations, which usually involve public hearings. It also undertakes research and special studies relating to the commercial policy and international trade of the United States. The major types of Commission investigations are briefly described as follows:

Tariff Adjustment and Adjustment Assistance

- The Commission determines whether an article is being imported in such increased quantities as to cause serious injury to the petitioning industry or firm, or unemployment or underemployment of a significant number of workers of a firm.

Investigations Requested by the President or the Congress

- Public investigations in this category usually relate to the effects on domestic industries of changes in U.S. tariff provisions and in U.S. imports of specific products.

Dumping Investigations

- Whenever the Secretary of the Treasury finds that imported merchandise is being sold in the United States at less than fair value, the International Trade Commission determines whether a domestic industry may be injured or is prevented from being established as a result of such importation.

Import Interference with Agricultural Programs

- Investigations are conducted to check on imports that could materially interfere with Department of Agriculture commodity programs.

Unfair Practices in Import Trade

- The Commission looks into allegations that unfair methods of competition are being used in the importation of articles into the United States.

Special Research Studies

- Special research studies provide information on foreign trade problems for use by U.S. officials in the development of policy.

Tariff Schedules and Summaries

- The commission regularly issues publications containing current U.S. Tariff schedules and related matters.

The agency is primarily interested in applicants specializing in the following areas:

International Economics
Economics
Ceramics
Agriculture
Chemistry
Textile Technology
International Law
Mining
Metallurgy
Mechanical Engineering
Electrical Engineering
Forestry
Patent Law
Electronic Engineering

For more information on employment opportunities, please contact:

Office of Personnel and Management Systems
U.S. International Trade Commission
8th and E Streets, NW.
Washington, D.C. 20436

Interstate Commerce Commission

The Interstate Commerce Commission is a small, independent agency of the U.S. Government—but there is nothing small about its mission. Established in 1887, it is responsible for regulating the American interstate transportation system in the public interest. The Interstate Commerce Act, which defines ICC duties, includes the National Transportation Policy, which states that the agency's purpose is ". . . all to the end of developing, coordinating, and preserving a national transportation system by water, highway, rail . . . adequate to meet the needs of the commerce of the United States."

The end product of the ICC is reflected in its quasi-judicial and quasi-legislative orders to decisions relating to the maintenance of a sound transportation system in accordance with the national transportation policy adopted by the Congress. Its large legal staff is recruited primarily at the law school graduate level. Bar membership is required, although no specialized training or experience is required of those selected for appointment at the beginning level. Evidence of ability to write, demonstrated through the candidate's extracurricular activities, such as editorial work on the law reviews or journal of his school, is given prime consideration in selection for appointment. Good lawyers have always found ample opportunities for distinguished careers with the Commission.

The Commission is the principal source of transportation statistics in the United States. It prepares analyses of these statistics and conducts research on transportation subjects. It develops uniform systems of accounts, valuates carrier property, and prepares cost analyses used in rate and other work. The staff engaged in such analytical research, accounting, and cost work consists primarily of professional accountants and auditors, headquartered both in the Washington, D.C. offices and field offices throughout the country. The Commission also employs professional economists in the Washington, D.C. office in this line of work.

The core of transportation regulation is the establishment and preservation of adequate rate structures so essential to a healthful national economy. College students with majors in transportation or with a strong interest in that field are sought by the Commission for permanent careers in transportation regulation.

There is extensive travel involved in the auditor and transportation specialist positions (50 to 75 percent travel), and the Commission has a continuing need for applicants qualified in these fields.

For more information, write to:

Director of Personnel
Interstate Commerce Commission
12th Street and Constitution Ave., NW.
Washington, D.C. 20423

Department of Justice

The Department of Justice represents all citizens in the enforcement of Federal laws. It is responsible for providing legal advice to the President and Cabinet members, representing Government in legal matters, and conducting all suits in the Supreme Court in which the United States has an interest. It investigates violations of Federal law; apprehends and prosecutes violators; examines aliens for admission to the country and prevents unlawful entry of aliens; and provides custody and correctional treatment for inmates of Federal prisons. The Department also plays a key role in insuring healthy competition of business in our free enterprise system; safeguarding the consumer; assisting the States in the administration of justice; helping communities in resolving difficulties based on racial and ethnic discrimination; and promoting control of dangerous drugs.

The major employing components of the Department of Justice are described below. Other components of the Department include: Law Enforcement Assistance Administration; Antitrust Division; Civil Rights Division; Criminal Division; Tax Division; Land and Natural Resources Division; and Civil Division.

Important occupations in which the Department employs college-trained men and women are attorney, criminal investigator, accountant, auditor, computer specialist, Deputy U.S. Marshal, economist, chemist, immigration inspector, border patrol agent, research analyst, statistician, correctional treatment specialist, correctional officer, and teacher.

For further information, write to:

Director
Personnel and Training Staff
Department of Justice
Washington, D.C. 20530

Justice—Federal Bureau of Investigation. The Federal Bureau of Investigation was organized in 1908, when Attorney General Charles Bonaparte directed that Department of Justice investigations be handled by a small group of special investigators. In 1909, the name "Bureau of Investigation" was given to this group.

Charged with investigating violations of the laws of the United States and collecting evidence in cases in which the United States is or may be a party in interest, the Federal Bureau of Investigation is a fact-gathering agency of the Department of Justice. This investigative work is performed by Special Agents, although persons such as chemists, physicists and a variety of technical and clerical people provide support services. Federal Bureau of Investigation positions are not part of the regular Civil Service competitive system, and the U.S. Civil Service Commission does not accept applications for these positions. Interested parties should address inquiries to:

Personnel Officer
Federal Bureau of Investigation
J. Edgar Hoover Bldg.
Washington, D.C. 20535

Justice — Immigration and Naturalization Service. The Immigration and Naturalization Service, under the direction of the Commissioner, administers the Immigration and Nationality Act and related laws. These include the act of October 3, 1965, which after 40 years eliminated the harsh national origins system of choosing among prospective immigrants.

The Service examines aliens to determine their admissibility under immigration laws; changes status of aliens from temporary to permanent resident; accords preference visa classifications to relatives of United States citizens and residents and to needed workers, and exercises discretion to waive inadmissibility to excludable aliens; investigates, apprehends, detains and deports aliens who violate immigration laws; prevents illegal entry, and registers aliens; examines applicants who seek to acquire United States citizenship; and presents to the courts cases for revocation of citizenship acquired through naturalization by fraud or misrepresentation. Important subversive and racketeer cases are given expeditious processing. INS patrols over 6,000 miles of Canadian and Mexican land border, as well as the Gulf and Florida coastlines of the United States.

The Service cooperates with the public schools in providing citizenship textbooks and other facilities and services for the preparation of candidates for naturalization. It maintains indexes on all aliens in the United States, either in a permanent status as immigrants or in temporary status as visitors, tourists, government officials, crewmen, and others.

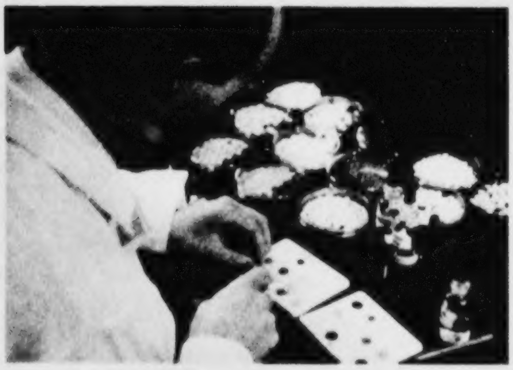
The Service hires Border Patrol Agents, Immigration Inspectors, Criminal Investigators, Attorneys specializing in nationality law, and administrative personnel.

For further information, please write to:

Personnel Officer
Immigration and Naturalization Service
425 I Street, NE.
Washington, D.C. 20536

Justice—Drug Enforcement Administration. The mission of the DEA is the control and eventual eradication of drug abuse through law enforcement and other prevention programs.

Special Agents of DEA ferret out illicit sources of drug distribution through surveil-



lance and undercover work. Special Agents are carefully selected, primarily from among recent college graduates, for their motivation and potential for handling the difficult task of combating drug abuse. To support the Special Agents in their work, DEA employs many chemists who analyze and identify evidence (as well as dangerous substances of potential abuse), and Compliance Investigators who perform regulatory functions to insure that legitimately manufactured drugs are not diverted to the illegal market.

The DEA provides assistance to other law enforcement organizations, at the local, State and national levels, through its Regional Offices and its National Training Institute. Through its Office of Prevention Programs it provides speakers, literature, and information to promote control of drug abuse through education.

DEA is interested in hiring college trained people, particularly those with law enforcement degrees, for Special Agent positions. In addition, the DEA hires chemists, compliance investigators, and data processing specialists.

For further information please write to:

Personnel Officer
Drug Enforcement Administration
1405 I Street, NW.
Washington, D.C. 20537

Justice—Bureau of Prisons The Bureau of Prisons, created by the act of May 14, 1930, consists of 27 major institutions providing custody and correctional programs for approximately 21,000 Federal inmates. These inmates constitute about 5 percent of the total offenders confined in the United States. In addition, community treatment centers, operated by the Bureau and located primarily in major metropolitan areas, provide a supervised environment and transitional program for selected offenders who are about 3 months away from release. Bureau facilities and institutions are found at 38 sites throughout the United States.

The primary goals of the Bureau of Prisons are: to provide a level of inmate supervision consistent with human dignity, one that will protect the community, provide maximum safety for inmates and staff, and carry out the judgments of the U.S. courts; to increase significantly the number of Federal offenders achieving successful post-release adjustments; and to increase program alternatives for those offenders who do not require traditional confinement.

Programs at Federal institutions range from basic and advanced education and vocational training to behavior modification. Increasing emphasis is being placed on providing the individual inmate with realistic occupational and social education to ease his transition back into the community.

Congress approved legislation in 1968 authorizing the Bureau of Prisons to provide technical assistance to State and local governments who request help in improving their correctional systems. Correctional Advisors are assigned to each of the regional offices of the Law Enforcement Assistance Administration, a Department of Justice Agency which helps non-Federal jurisdictions improve their criminal justice systems.

Major occupational areas include casework (Correctional Treatment Specialist), education (Teachers), correctional custody (Correctional Officers), and marketing (Federal Prison Industries Marketing Specialists). For more information concerning career opportunities with the Bureau of Prisons, contact:

Personnel Officer
Bureau of Prisons
101 Indiana Avenue, NW.
Washington, D.C. 20537

Justice—U.S. Marshals Service. This unit was created by the Judiciary Act of 1789. There are today fewer than 100 of these marshals, who are charged with a wide range of law enforcement responsibilities, e.g., protecting judges and juries, serving processes issued by Congressional Committees, and arresting and guarding Federal prisoners. The Deputy U.S. Marshals who perform the bulk of the law enforcement are selected competitively from applicants who possess a college education or three years of appropriate experience. A written test is also required. Inquiries should be directed to:

Personnel Officer
U.S. Marshals Service
521 12th Street, NW.
Washington, D.C. 20530

Department of Labor

The Labor Department was created by a 1913 Act of Congress as a Cabinet-level agency "to foster, promote and develop the welfare of the wage earners of the United States, to improve their working conditions, and to advance their opportunities for profitable employment". The Department has several main agencies.

Manpower Administration. When people are out of work—or seek new work—they receive training, placement services or unemployment compensation from a State or local agency under the policies and guidelines developed by the Manpower Administration.

Labor-Management Services Administration. Laws affecting certain activities of unions and private pension plans and protecting veterans' reemployment rights are administered by the Labor-Management Services Administration. It helps both labor and management through special studies of collective bargaining problems and research on labor management policy development.

Employment Standards Administration. Laws and regulations setting employment standards, providing workmen's compensation to those injured on their jobs and requiring Federal contractors to provide equal employment opportunity are enforced by ESA. ESA also seeks to upgrade the status of working women.

Occupational Safety and Health Administration. Making American workplaces safer is the mission of the Occupational Safety and Health Administration. OSHA inspects workplaces to see that its standards are met; issues citations and proposes penalties for noncompliance, and conducts education, training and information programs to promote safer practices, emphasizing voluntary compliance.

Bureau of Labor Statistics. Accurate and timely statistics about workers and the performance of the economy are vital to the nation. BLS acts as the nation's chief economic factfinder in many areas. This agency collects, analyzes, and publishes data on the labor force, employment, occupational outlook, unemployment, wages, hours of work, industrial relations, work stoppages, prices, family budgets, labor turnover, productivity.

Office of the Solicitor. This office is the central legal arm for the Department of Labor. The Solicitor's staff of attorneys is responsible for all of the Department's wide-ranging legal functions.

Bureau of International Labor Affairs. In the area of international labor, the Department also plays an active role. ILAB represents the interests of American workers in trade and tariff matters. It also provides technical assistance to developing countries, helps U.S. foreign affairs agencies with their international labor activities.

Positions for which the Department employs college graduates include budget analyst, claims examiner, computer programmer, economist, industrial hygienist, management analyst, manpower development specialist, personnel management specialist, safety specialists, safety engineers, social science research analyst, statistician, systems analyst, and wage-hour investigators.

For further information write:

Office of Special Personnel Services
Directorate of Personnel Management
New Department of Labor Building
Washington, D.C. 20210

Library of Congress

The Library of Congress offers interesting and varied career opportunities to professionals and preprofessionals in a number of fields. Librarians and research specialists, especially those with knowledge of unusual languages, and a variety of other personnel—computer programmers, musicologists, braille specialists, geographers, copyright examiners, law librarians, photograph curators, and scientists—make this hallowed old institution as new as now, and an active and stimulating community in which to work.

The versatility of the staff springs from the Library's broad and varied services to both government and the public and from its vast collections in every field of knowledge. It is, first, the library of the U.S. Congress, to which it not only supplies books and other materials but also provides a highly developed legislative reference service. It operates, too, as the principal library of the Federal Government, and, through its many bibliographic and cataloging services to other libraries, it serves as the national library of the United States.

Among the 61 million items in the collections are over 15 million books in nearly every language. Maps, manuscripts, music, motion pictures, photographs, fine prints and drawings, newspapers, and sound recordings are among the most important collections of their kind in the country. Much of the Library's growth in the last century stems from deposits of materials registered for copyright in the United States (the Copyright Office is one of the Library's six major departments). Publications are also acquired through international exchange arrangements with other governments and institutions. Currently the Library has 16 offices abroad (staffed with foreign personnel) through which it acquires books and cataloging data. The Library is also engaged in a project to provide cataloging information through computer technology, as part of its automation program.

The Library is in the legislative branch, and although its staff members are subject to the same position classification, pay, leave, insurance, and retirement that apply to agency personnel in the executive branch, authority to appoint staff members is vested in the Librarian of Congress.

Additional information may be obtained by writing to:

Director of Personnel
Library of Congress
Washington, D.C. 20540

Office of Management and Budget

A new member of the OMB professional staff is usually assigned as a budget examiner in one of the seven divisions: space, science, and energy technology; economics and government; human resources, community and veterans affairs; international; natural resources; and national security.

The budget examiner is responsible for carrying out OMB functions at the agency to which the examiner is assigned. This includes preparation of the budget, analysis of proposed legislation, and improvement of management and organization. The individual is a program analyst, reviewing plans and operations of the assigned agency, advising on whether those plans and operations are in accord with the intent of the President and of the Congress, and determining whether they are effective.

A junior examiner assists a senior examiner by gathering facts, making preliminary analyses and special studies, compiling summaries, reviewing material for completeness and accuracy, and performing other duties as a general aid. He or she is also assigned, from the outset, specific responsibilities for a small agency, a bureau, or other segment of the supervisor's area of responsibility.

For development of the young staff member, OMB depends upon a capacity for self-development and upon the supervisor. A minimum of formal orientation is given. Responsibilities are given as soon as the person enters on duty and are increased as rapidly as they can be absorbed. Grade and salary increase with responsibility.

Various civil service competitor inventories are used for filling positions such as economist and operations research analyst. Inquiries on employment and OMB's college recruitment program should be directed to:

Personnel Office
Office of Management and Budget
Executive Office of the President
Washington, D.C. 20503

National Aeronautics and Space Administration

The National Aeronautics and Space Administration, established October 1, 1958, conducts space and aeronautical activities for peaceful purposes and for the benefit of all mankind. These activities contribute materially to: the expansion of human knowledge of the atmosphere and space; the improvement and usefulness of aeronautical and space vehicles; the development and operation of space vehicles; the preservation of U.S. leadership in aeronautics and space technology and utilization; the dissemination of pertinent information gained in the program to civil and military agencies; the cooperation with other nations in aeronautics and space activity pursuant to peaceful interests; and the effective utilization of scientific and engineering talents and facilities of the nation.

The NASA program may be summarized in the following categories:

Manned Space Flight.—A program for the continued development and demonstration of a capability of manned space operations and exploration to produce direct and practical benefits for man (i.e., earth orbit missions, space shuttles, and space stations).

Space Science.—A program of unmanned space flight involving scientific investigations of the earth, solar systems, stars, and space environment; planetary and interplanetary investigations; and experiments on the effects of the space environment on living organisms.

Applications.—A program of the use of space and of space technology for the direct benefit of mankind in areas such as meteorology, communication, navigation, traffic control, geodesy, and earth resources.

Advanced Research and Technology.—A program to provide the research and technology base for future space and aeronautical systems and missions. This involves efforts in such areas as: materials, structures, guidance and control, information systems, nuclear systems, and technology support for aircraft transportation systems.

Tracking and Data Acquisition.—A program for providing the tracking and data acquisition support required by the NASA manned and unmanned space flight programs through maintenance and operation of the NASA worldwide networks.

Technology Utilization.—A program that provides for the expeditious public availability of scientific, technological, and engineering information and concepts which flow from NASA's work.

NASA employs about 25,000 people, 45 percent of whom are scientists and engineers representing nearly all of the fields of basic and applied science and technology. In addition, a limited number of college-caliber men and women with superior abilities are needed to do specialized administrative and management work in such areas as budget, personnel, accounting, procurement, technical information, and related fields.

The NASA program is directed by NASA Headquarters, located in Washington, D.C., and is carried out by nine NASA field centers. For more information, write to the: **Director of Personnel, NASA Headquarters, Washington, D.C. 20546,** or to the Personnel Directors of the NASA field centers: **Ames Research Center, Moffett Field, California 94035; Flight Research Center, Edwards, California 93523; Goddard Space Flight Center, Greenbelt, Maryland 20771; Kennedy Space Center, Cape Kennedy, Florida 32899; Langley Research Center, Hampton, Virginia 23365; Lewis Research Center, Cleveland, Ohio 44135; Johnson Space Center, Houston, Texas 77058; Marshall Space Flight Center,**

Huntsville, Alabama 35812; and **Wallops Flight Center, Wallops Island, Virginia 23337.**

National Credit Union Administration

The first Federal credit union was established in 1934 under the Federal Credit Union Act. Since then, the number of credit unions has increased rapidly. There are now approximately 13,000 Federal credit unions servicing approximately 16 million members, and having assets approaching $17 billion.

Public Law 91-206, which became effective on March 10, 1970, amended the Federal Credit Union Act to establish a National Credit Union Administration as an independent agency in the Executive Branch of the Federal Government to replace the Bureau of Federal Credit Unions under the Social Security Administration, Department of Health, Education, and Welfare. The National Credit Union Administration charters, examines, supervises, and insures Federal credit unions throughout the United States. A virtually self-supporting organization, the Administration operates with the fees received from the credit unions. The examination process provides the basic source of the Administration's knowledge of each Federal credit union's true condition. The Administration's responsibilities are to build purposeful and financially sound Federal credit unions, and to make sure that operations are conducted within the law and other specified procedures. The Administration recruits graduates with majors in accounting or business related fields for its credit union examiner positions.

Headquartered in Washington, D.C., NCUA has regional offices in Boston, Harrisburg, Toledo, Austin, and San Francisco.

Further information may be obtained from:

Director of Personnel
National Credit Union Administration
Washington, D.C. 20456

National Labor Relations Board

The mission of the National Labor Relations Board, an independent agency of the Federal Government, is to protect the public interest by minimizing industrial strife. It accomplishes its objectives by encouraging collective bargaining between representatives of employees and employers and by protecting the rights of employees to organize into groups of their own choosing.

Basically, the NLRB has two functions: (1) to prevent and remedy unfair labor practices, whether committed by labor organizations or employers, and (2) to establish, usually by secret ballot elections, whether or not certain groups of employees wish to be represented by labor organizations for collective bargaining purposes.

In addition to its Washington, D.C. headquarters offices, the NLRB acts through 31 regional, three subregional, and twelve resident offices throughout the United States. Excellent career opportunities are available for college graduates in many locations.

The NLRB employs Labor-Management Relations Examiners (Field Examiners) and attorneys for duty in regional, subregional and resident offices. Other attorneys are employed for the staffs of the Board Members and the General Counsel in Washington. NLRB attorneys investigate cases; do legal research and writing; draft reports, complaints, and pleadings; and try cases in administrative hearings. The NLRB is one of the few agencies whose staff attorneys appear in the Federal courts at all levels.

The Labor-Management Relations Examiners (Field Examiners) investigate unfair labor practice cases. They evaluate the merits of each case, determine possible remedies, and then negotiate formally or informally, or both, with the parties concerned to obtain voluntary agreement or adjustment, as appropriate. They also recommend formal action when that becomes necessary, and dismissal of cases found to be without merit. Field Examiners arrange and conduct elections among groups of employees to determine whether or not they wish to be represented by a labor organization for the purpose of bargaining collectively with their employer. Additionally, they are called upon to serve as Hearing Officers in disputed representation cases, taking testimony and, like a judge in a court of law, applying the rules of evidence regarding its admission.

For Field Examiner positions, the NLRB seeks graduates with majors in industrial or labor relations, personnel administration, business administration, economics, political science, accounting, or public administration.

The NLRB has Management Intern positions chiefly in its field offices, with an occasional position in Washington. Interns are given broad training to prepare them for careers in management, personnel administration, budget, and other areas. For both Management Intern and Labor-Management Relations Examiner positions, the NLRB seeks graduates with majors in industrial or labor relations, business administration, economics, political science, or public administration.

To get further information, write to:

Director of Personnel
National Labor Relations Board
1717 Pennsylvania Ave., NW.
Washington, D.C. 20570

National Science Foundation

The National Science Foundation administers a variety of programs designed to strengthen basic scientific research and science education in the United States.

The Foundation provides direct support of basic scientific research principally through grants and contracts, and aids in developing the Nation's reservior of skilled scientific manpower through training of graduate students and established scientists, improving the subject matter competence of educators and furnishing modern instructional materials and courses.

Other programs of the Foundation seek to maintain the strength of academic science at institutions of recognized excellence and to help other colleges and universities to improve their capabilities in science education and research. In addition, NSF fosters interchange of information among scientists throughout the world.

In contrast with other Federal agencies which support basic research only as a supplement to their primary responsibilities, the NSF mission is to advance science in all fields and without regard to direct application.

To further the most scientifically meritorious research, NSF employs highly skilled, mostly senior level, scientists in many specialized fields. Each year these scientific program managers review the thousands of proposals for grants submitted by institutions and individuals to select those which the Foundation should support. In view of the high degree of scientific and technical expertise required by virtue of NSF's function and mission, only occasionally do needs for entry level scientific and technical personnel arise —for the most part, in the social, biological, mathematical, and physical sciences.

Similarly, because of the high level of skills required, and the relative small size of the Foundation, openings for non-scientific professional and administrative personnel are rather limited. However, recognizing that the future effectiveness of the Foundation depends on the continuous intake of competent professional and administrative personnel, some positions are filled at the entry level each year. Most of these new professional employees would work in the fields of management analysis, financial management, management information systems, economics, statistical analysis, and grants and contracts administration. Entering college graduates participate in formal or on-the-job training programs to prepare for higher level duties and responsibilities.

For more information concerning employment opportunities with the National Science Foundation, write to:

Personnel Officer
National Science Foundation
1800 G Street, NW.
Washington, D.C. 20550

National Security Agency

The National Security Agency, established by Presidential directive in 1952, is the national authority for all U.S. communications security activities. Its work is founded on science and technology which, in their constantly advancing state, make increasing demands on the capacities of scientists in many fields. With this need for advancing technology comes the requirement for scientists, engineers, and mathematicians to carry on far-reaching research and development programs in all aspects of communication and information technology. This NSA research is often as much as 5 years beyond the accepted state-of-the-art.

Aside from the career fields mentioned above, NSA offers many other professional opportunities for college graduates in liberal arts curricula. Some specialize in cryptography (the development of U.S. codes and ciphers); others become specialists in the computer programing and data processing fields; and some work in the areas of language and linguistics, information research and analysis, and area studies: Those with an exceptional facility in languages are often assigned immediately to linguistic duties or are selected for training in an entirely new language.

College graduates participate in one of the Agency's special training programs. These programs are designed to give all newly hired college graduates a broader knowledge of the Agency's mission and operations, and to prepare them to enter various areas of work. NSA endeavors to stimulate and encourage professional and intellectual growth of individual employees. Candidates who demonstrate exceptional potential may be selected for highly specialized long-range development programs. Under such programs, intensive formal training as well as on-the-job training is provided.

Professional and technical positions at the National Security Agency are not under the regular civil service competitive system. The U.S. Civil Service Commission does not accept applications for such positions and all inquiries must be directed to the NSA itself.

For further information, contact your college placement office or write:

Chief, Recruitment Branch
National Security Agency
Fort George G. Meade, Maryland 20755
Attn: M321

Railroad Retirement Board

The Railroad Retirement Board administers a social insurance system for the railroad industry. The system was set up in 1935 through cooperative efforts of the employee brotherhoods and unions and the railroads.

Under this system, benefits are paid to aged and permanently disabled railroad employees and their wives and to the survivors of deceased employees. Unemployment insurance and sickness benefits are paid to eligible railroad workers. The broad program of health insurance benefits for people aged 65 and over applies to railroad employees and their families. Both the railroad retirement and the railroad unemployment insurance systems are self-supporting. The money for paying benefits and for operating the Board comes from trust funds built up by the railroads and their employees. The railroads and employees share equally the cost of providing retirement and survivor benefits, while the railroads alone finance the unemployment and sickness program.

The Board employs approximately 1,900 persons. About 1,300 are employed in the 13 bureaus in the Board's headquarters in Chicago and the remainder in field offices located throughout the country.

Career opportunities are offered to college-trained men and women in such fields as actuarial science, accounting, claims examining, data processing, economics, personnel administration, law, and statistics. The majority of our initial placements are to positions of claims examiner trainee. However, there are excellent opportunities to move into other fields of work.

For more information, write to:

Director of Personnel
Railroad Retirement Board
844 Rush Street
Chicago, Illinois 60611

Securities and Exchange Commission

Protection of the public investor is the basic concern of the Securities and Exchange Commission. Its activities are closely related to the dynamics of the American financial scene.

Full and fair disclosure of corporate financial information, detection and prevention of fraud in the trading of securities, supervision of the activties of broker-dealers, investment advisers and mutual funds, advice to the courts in corporate reorganization proceedings and, regulation of the Nation's securities trading markets require the services of an outstanding staff of experts in corporate law, financial analysis, and accounting.

The Commission is also an investigative and law enforcement agency. It conducts administrative proceedings and institutes civil actions in Federal courts to enjoin the continuance of unlawful acts or enforce its orders. It also investigates securities frauds and assists U.S. attorneys in criminal prosecutions.

Qualified and interested college-caliber applicants are urged to explore the career opportunities offered by this important independent regulatory and enforcement agency. Staff positions include attorneys, financial analysts, accountants, financial economists, and securities investigators.

For additional information about career opportunities which are stimulating, professionally rewarding, and challenging, write to:

Director of Personnel
Securities and Exchange Commission
500 North Capitol Street, NW.
Washington, D.C. 20549

Small Business Administration

The Small Business Administration was established to assist the Nation's small business concern. It maintains field offices in major cities across the country in order to serve small firm owners in or near their own communities. The total number of employees is approximately 4,200, with over 3,250 located in 76 field offices among the 50 States, Puerto Rico, Guam, and the Virgin Islands.

The specific programs include aiding small businesses to obtain Government contracts; making loans to help restore or replace businesses and homes damaged or destroyed by storms, floods, and other disasters; assisting small firms in overcoming production problems and in diversifying their product lines; counseling small business concerns on their financial problems; helping them obtain financing from private lending sources or making loans to them when private financing is not available on reasonable terms; arranging courses of study to help small businessmen improve their managerial skills; and performing other related activities.

SBA's programs are carried out by a variety of specialists in the areas of: procurement and management assistance; financial assistance; planning, research, and analysis; general legal counsel; electronic data processing; and financial analysis and administrative management. Among the most desired fields of college training for these jobs are banking, accounting, business administration, economics, engineering, and law.

For more information, contact your local Small Business Administration field office or write to:

Director of Personnel
Small Business Administration
1441 L Street, NW.
Washington, D.C. 20416

Department of State

The Department of State is responsible for conducting relations with foreign nations and international organizations; for protecting and advancing political, economic/commercial and other interests of the United States overseas; and for rendering a variety of services to individual Americans abroad, and foreign nationals traveling to the United States.

Foreign Service Officers carry out the foreign policies of the United States under the direction of the Secretary of State, participate in the formulation of those policies, represent the United States in relations with other governments and with international organizations, keep the U.S. Government informed of developments abroad, and protect American interests in foreign countries. Foreign Service Officers are also utilized by the Department of Labor, the Department of Commerce, and other agencies for their reporting and operational needs abroad.

Foreign Service Officers are appointed by the President with the advice and consent of the Senate and serve on a career basis. They are selected through competitive written and oral examinations given annually. Application forms for this examination may be obtained by writing the Board of Examiners for the Foreign Service, Department of State, Washington, D.C. 20520. Candidates must be at least 21 years of age as of the date of the written examination or, if age 20, have completed at least the junior year of college. No one may be appointed who is over 57. Applicants must also be citizens of the United States as of the date of the written examination, and, if married, be married to an American citizen at the time of appointment. There are four basic areas of specialization for Foreign Service Officers: administrative, consular, economic/commercial and political. At the mid-career level, most officers can expect to serve in an area of specialization commensurate with their interests and abilities.

Positions in the Foreign Service are outside the competitive Federal service and the U.S. Civil Service Commission does not accept applications for such positions. Applicants interested in professional, secretarial, or clerical career positions other than those filled through the competitive Foreign Service Officer examinations must contact the State Department directly.

Employment Division
Office of Personnel
U.S. Department of State
Washington, D.C. 20520

Department of Transportation

DOT was established in 1966 for the purpose of developing national transportation policies, and programs to give the American people fast, safe, and efficient means of transportation at the lowest possible cost.

The Secretary of Transportation presides over an organization of seven administrations and the Office of The Secretary. In this organization, the three major components are the Federal Aviation Administration, the U.S. Coast Guard, and the Federal Highway Administration. These are described separately in the paragraphs that follow:

DOT—Federal Aviation Administration. The Federal Aviation Administration is responsible for insuring the safe and efficient use of the Nation's airspace, by military as well as civil aviation; for fostering civil aeronautics and air commerce in the United States and abroad; and for supporting the requirements of national defense.

The activities required to carry out these responsibilities include: safety regulations; airspace management, and the establishment, operation, and maintenance of a civil-military common system of air traffic control and navigation facilities; research and development, primarily in support of the foregoing activities; the fostering of a national system of airports, promulgation of standards and specifications for civil airports, and administration of Federal grants-in-aid for developing public airports; various joint and cooperative activities with the Department of Defense; and technical assistance (under State Department auspices) to other countries.

FAA offers opportunities for recent college graduates in its Washington, D.C. headquarters, agency regional offices throughout the contiguous United States, the Alaskan and Pacific regions, the Aeronautical Center in Oklahoma City, Okla., and the National Aviation Facilities Experimental Center in Atlantic City, N.J.

Individuals selected are trained for positions and fields such as: economist, personnel administration, industrial relations, general administration, computer specialist, program management, administrative assistant, office service management and supervision, management analyst, communications specialist, general accounting administration, budget administration, public information, writing and editing, visual information, contract and procurement, investigation, quality control and inspection management, supply management, etc.

The Federal Aviation Administration
Manpower Operations Division
Employment Branch, APT-150
800 Independence Avenue, SW.
Washington, D.C. 20591

DOT—U.S. Coast Guard. The Coast Guard is one of our Nation's Armed Forces. But it also employs hundreds of civilians in a wide variety of interesting and relevant jobs throughout the 50 states.

The Coast Guard, under the direction of the Department of Transportation, is responsible for: enforcing Federal laws in U.S. waters; effective pollution control in our waterways; promoting and regulating maritime safety regulations; maintaining, operating and conducting aids to navigation; maintaining ice-breaking and rescue facilities; oceanographic research and supporting the Navy in time of war.

The Coast Guard is completely involved in our technological—and ecological—age. Advanced equipment, rapid change, and new and better ways to do things are all part of a job with Coast Guard. The Coast Guard is a compact, vital, stimulating organization. It's big enough to be an important force in preserving our natural resources and saving lives. Yet it's small enough that abilities are recognized and rewarded. With so many different responsibilities, the Coast Guard has any number of opportunities. No channels are closed if one is qualified and wants to advance; there's a place for almost any special talent or skill.

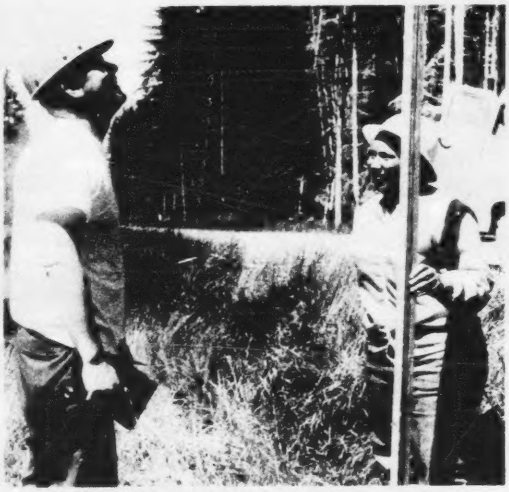
Like any business, the Coast Guard has the same needs for administrators and managers to keep the organization running smoothly. One of the most important benefits the Coast Guard can offer is an immediate career opportunity for people just out of college or with several years of experience. Individuals selected are trained for positions and fields such as: management analyst, computer specialist, personnel administration, contract management, purchasing, budgeting, accounting, finance, and general administration.

For more information about a career in the Coast Guard, contact:

Commandant (G–PC/62)
U.S. Coast Guard
Washington, D.C. 20590

DOT—Federal Highway Administration. The responsibility for direction of the Federal Highway Administration is vested in the Federal Highway Administrator, appointed by the President and confirmed by the Senate. The organization's headquarters offices are located in Washington, D.C., with divisions in every State and in the District of Columbia and Puerto Rico. The headquarters operation is organized into units that have nationwide responsibility for: planning; research and development; right-of-way and environment; highway engineering and traffic operations; motor carrier and highway safety; and administration.

The Federal Highway Administration is engaged in these principal fields of activity: administration of the Federal-aid highway program; planning, design, and construction of highways in federally owned and controlled areas; highway research and development; safety and ecology; and technical assistance to other countries.



In carrying out its responsibility for administering the Federal aid funds, the Administration works in close cooperation with State highway departments. Its engineers review and approve the work of the State as it progresses.

The Federal Highway Administration designs and constructs national parkways and major roads in the national parks, monuments, and forests, as well as Indian and military reservations.

Extensive and continuing programs are conducted in traffic operations, ecology, and research and development—including work in the fields of materials, structures, hydraulics and hydrology, long-range planning, traffic trends and requirements, geometric design, construction and maintenance methods, traffic control, terminal facilities, motor carrier and highway safety, environmental aspects of highway transportation, finance, economics, and administration.

The Federal Highway Administration furnishes technical assistance to other countries developing highway systems to improve their economic situations.

For additional information, write to:

The Federal Highway Administration
Office of Personnel and Training
HPT–20
400 7th Street, SW.
Washington, D.C. 20590

Department of the Treasury

Since the creation of the Department of the Treasury in 1789, its basic function—to superintend and manage the Government's finances—has remained unchanged. The scope and complexity of many of its activities, such as collecting revenue, accounting for public funds, and administering the public debt, have greatly increased, however, and new functions not primarily fiscal have been added. The Department serves not only the public but other parts of the Government as well. Its work volume is determined largely by a variety of outside factors, such as the number of persons filing tax returns, and the quantity of currency or stamps required.

Organizationally, the Department is divided into 12 bureaus and offices and the Office of the Secretary. They are: The Bureau of Alcohol, Tobacco, and Firearms; Office of the Comptroller of the Currency; Consolidated Federal Law Enforcement Training Center; Bureau of Engraving and Printing; Bureau of Government Financial Operations; Internal Revenue Service; Office of the Assistant Secretary for International Affairs; Bureau of the Mint; Bureau of the Public Debt; U.S. Customs Service; U.S. Secret Service; and U.S. Savings Bonds Division. IRS, Bureau of Engraving and Printing, Bureau of Government Financial Operations, and U.S. Customs Service are described in more detail below.

The Department of the Treasury needs the highest type of administrative and technical skills and is especially interested in recruiting a steady flow of promising young people who can be trained to fill progressively responsible posts. Entry-level positions with career possibilities are filled with persons trained in accounting, economics, banking, police science, printing management, tax law, and the liberal arts, as well as business and public administration. Many of the Bureaus have training programs for college graduates. Promotion opportunities are good.

For further information about specific opportunities, write to the Personnel Officer of the appropriate bureau, Washington, D.C. For general information about positions throughout the Department, write to:

Director of Personnel
Department of the Treasury
Washington, D.C. 20220

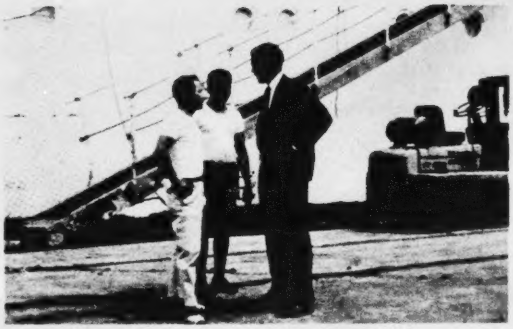
Treasury—Bureau of Alcohol, Tobacco and Firearms (ATF). The Bureau of Alcohol, Tobacco and Firearms traces its history to colonial days when the first federal tax was imposed on alcohol. ATF was established as a separate Bureau within the Department of the Treasury in 1972. Previously, ATF was part of the Internal Revenue Service.

ATF has regulatory and law enforcement responsibilities relating to Federal laws governing alcohol, tobacco, firearms, explosives and wagering.

The regulatory enforcement duties of the Bureau include the administration of laws on the production, processing and distribution and use of alcoholic beverages, alcohol, tobacco products and other related products. These duties also include the regulatory aspects of firearms and explosives licensing. The Bureau also investigates unlawful trade practices and carries out programs to ensure consumer and environmental protection. To accomplish the regulatory mission, ATF Inspectors are stationed at distilled spirits plants, while other Inspectors conduct regular inspections of breweries, wineries, and tobacco manufacturing plants.

The law enforcement duties of the Bureau include enforcing Federal firearms laws. The Bureau also has jurisdiction over many types of bombing activities. Curbing the production of illicit liquor is also an important responsibility. ATF also enforces the 1974 Federal Wagering Law, which requires commercial gamblers to purchase an occupational stamp and to pay an excise tax on their gross wages. Providing advice and assistance to state and local law enforcement agencies is an important function of the Bureau. To accomplish the Bureau's law enforcement mission, Special Agents are stationed throughout the country.

Employees of the Bureau's laboratories perform many specialized services such as reconstruction of bomb debris, analyses of inks and documents, voice prints, and atomic absorption and neutron activation techniques. Gun tracing is also a major Bureau function.



The Bureau employs some 3,700 employees. 500 of these are assigned to Bureau Headquarters in Washington, D.C. The rest are stationed at posts of duty throughout the country.

For further information, contact:

Bureau of Alcohol, Tobacco and Firearms
Personnel Officer
Washington, D.C. 20226

Treasury—U.S. Customs Service. The Customs Service, Department of the Treasury, was charged by the First Congress of the United States (in 1789) to collect duties and taxes on imports coming into this country and to prevent smuggling of illicit merchandise or contraband. The Service is still busily involved in that assignment but, with today's host of complexities added by a modern, technological world, the job is a lot tougher—and more interesting. In spite of the tremendous rise in duties collected (over $4.5 billion for 1974, for example), Customs still maintains a low-operating cost of about 4 cents for each dollar collected.

Faced with this soaring volume of trade and with millions of international travelers, the Service still maintains a high level of operating efficiency as it pursues its twofold job of collecting duties and enforcing customs and related laws. The serious economic and social problems directly attributable to the international trafficking in narcotics and other dangerous drugs compel Customs to use sophisticated techniques to cope with these illegal importing activities. Increased surveillance, by air, by sea, and by land is being done through use of helicopters, other aircraft, high performance powerboats, and an electronic intelligence network—all effective tools in the hands of highly trained and skilled Customs employees.

These vital operations are carried out by some 14,000 employees. About 1,400 are assigned to headquarters in Washington, D.C. The remainder are stationed at seaports, border locations and interior ports, and international airports throughout the 43 customs districts.

For additional information contact:

Chief, HQ. Personnel Branch
U.S. Customs Service
1301 Constitution Avenue
Washington, D.C. 20229

Treasury—Bureau of Engraving and Printing. The Bureau designs, engraves, and prints United States paper currency; Treasury bonds, bills, notes and certificates of indebtedness; United States Postage, customs, revenue stamps, and food coupons and miscellaneous engraved items for the various departments and independent agencies of the Federal Government, its insular possessions, and the Panama Canal Zone Government. Approximately 800 other miscellaneous products are printed by the Bureau. In addition to work printed from engraved plates, numerous items, including liquor strip stamps, are produced on surface presses from offset plates.

The Bureau is a modern industrial production operation housed in two buildings with a combined floor space of approximately 25 acres and employs more than 3,000 people engaged in a number of professional, technical, and service occupations related to graphic arts. Professional career opportunities include: Printing Management Specialists; Chemists in Ink, Paper, and General Research; Mechanical, Electrical and Industrial Engineers; Accountants, Auditors; Human Resource Development Specialists; Security Specialists and General Business or Public Administration Specialists. The number of positions are few but offer superb on-the-job and formal training opportunities to attain the knowledge and skills needed for higher level responsibilities.

Treasury—Bureau of Government Financial Operations. The Bureau of Government Financial Operations (GFO) administers the Government's central accounting and financial reporting system, central payment services for the Government through check disbursements for most agencies, banking and related services in the management of the Government's cash resources. GFO also coordinates Treasury and Federal Reserve Bank operations in the cancellation, audit and destruction of unfit currency, authorization of insurance companies to write surety bonds in favor of the Government. The Bureau represents Treasury in the Joint Financial Management Improvement Program, issuing regulations governing Federal employee tax and savings withholding programs and providing investment services for Government funds.

Opportunities exist primarily for accountants and auditors who participate in a career development program and will be trained and progress in various management fields within the Bureau.

Applications should be addressed to:

Bureau of Government Financial Operations
Personnel Administration Staff
Room 108
Madison Place and Pennsylvania Avenue, NW.
Washington, D.C. 20226

U.S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE
TAXPAYER ASSISTANCE
TAX FORMS

Treasury—Internal Revenue Service. The Internal Revenue Service collects over 90 percent of the total Federal revenue, making possible national health and conservation programs, space and missile development, and all other Federal activities, social or scientific, economic or military, foreign or domestic. The opportunity to take a personal part in this vital activity offers a special challenge to those who seek the sense of purpose and satisfaction that comes with a career in public service.

The Internal Revenue Service was established over a century ago. Today it has about 70,000 employees and is by far the largest organization in the Department of the Treasury. Approximately 4,500 of these employees work in Washington, D.C. The others are employed in hundreds of offices throughout the United States. There is an Internal Revenue Office in or near your own hometown.

One of the outstanding characteristics of the American tax system is essentially voluntary nature, with each taxpayer independently determining his tax obligation and making his payment to the IRS.

To assure the preservation of our democratic system, the Service makes investigations to ascertain that taxpayer obligations are properly determined and satisfied, and enforces the Internal Revenue laws against those few who would cheat and defraud the Government and their fellow taxpayers. As an Internal Revenue employee, you will play an important part in the enforcement of Federal tax laws.

For additional information on any IRS position, contact your college placement officer or the college recruitment coordinator of the IRS District Office nearest you. Consult your local telephone directory for current addresses and telephone numbers.

Treasury—Bureau of Public Debt. The Bureau of the Public Debt is responsible for the administrative and technical functions arising from the Treasury's debt management activities. These functions relate to transactions in securities of the United States and of the Government agencies for which the Treasury acts as transfer agent.

In its capacity as administrator of the public debt, the Bureau prepares circulars and instructions offering securities for sale or exchange; directs the handling of subscriptions and making of allotments; issues regulations controlling public debt securities; supervises the public debt activities of fiscal agents and agencies authorized to issue and pay Savings Bonds; orders, stores and distributes all public debt securities; audits and records retired securities and interest coupons; maintains individual accounts with owners of registered securities and authorizes the issuance of checks in payment of interest thereon; processes claims submitted because of lost, stolen, destroyed or mutilated securities, and supervises destruction of security items in the Treasury Department. The Bureau also maintains accounting control over public debt financial and security transactions, security accountability and interest costs, and prepares statements of the public debt.

To carry out these functions, the Bureau employs about 800 persons in its Washington Office and about 1200 employees in a field office in Parkersburg, West Virginia. The Washington Office consists of the Commission's Commissioner's Office, staff and administrative divisions, and three principal operating divisions; the Division of Security Operations, the Division of Public Debt Accounts, and the Division of ADP Services. The Bureau employs personnel in a variety of disciplines, with the largest number being in the clerical, accounting and computer fields.

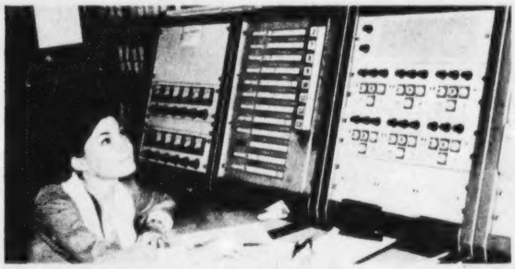
United States Information Agency

The U.S. Information Agency supports United States foreign policy by conducting informational programs abroad. By presenting information on American values, traditions, and events, it attempts to win sympathetic understanding abroad of United States objectives and actions.

USIA employs such communication techniques as personal contact, radio, television, motion pictures, press, libraries, book publishing and distribution, English-language instruction, and exhibits. Members of the USIA team are assigned responsible duties in Washington, D.C. and in about 100 countries. Those who serve overseas usually do so after language and area training. USIA also plays a significant role, in Washington and overseas, in the cultural and educational programs administered by the Department of State.

USIA is responsible for advising the President, his representatives abroad, and the various executive departments regarding foreign public opinion about United States policies and actions. This function is carried out both in Washington and abroad.

USIA divides its program generally into informational and cultural activities. Informational activities consist basically of timely presentation to foreign informaton media of correct and complete data and background regarding the U.S. Cultural activities deal with lectures, concerts, and similar public events, as well as contact with educational institutions, student organizations, galleries, impresarios, and other representatives of cultural life.



The Washington office is organized along geographic area and media lines; with a superstructure of managerial and administrative service. It is engaged solely in providing technical, professional, and administrative support to the overseas programs.

USIA attempts to staff these functions by recruiting young college graduates in the various disciplines on which its activities are based. Training activities take the form of internships in management, Foreign Service, and the media. Information about career opportunities can be obtained by writing to:

Chief
Recruitment and Source Development Division
U.S. Information Agency
Washington, D.C. 20547

College students who are interested in a career in the State Department or USIA Foreign Service must compete in annual written and oral examinations. The examinations test the applicant's general ability and background, proficiency in English, and knowledge of history, government, social sciences, and public affairs. Foreign Service positions are not included in the regular civil service competitive examining system and the U.S. Civil Service Commission does not accept applications for such positions. Details about the application procedure can be obtained by writing (in the summer) to:

Board of Examiners for the Foreign Service
Department of State
Washington, D.C. 20520

Veterans Administration

The Veterans Administration (VA) provides broad programs of care and assistance to our Nation's veterans and their beneficiaries. This mission is accomplished by some 200,000 employees at over 220 locations across the country. These services and benefits are offered through a nationwide network of hospitals, clinics, domiciliaries, regional (benefits) offices, and cemeteries—all augmented by data processing centers, procurement, supply, and other supportive installations.

Hospitals and Clinics.—The Nation's largest health care system with 171 hospitals, 209 outpatient clinics, 84 nursing homes, and 18 domiciliaries provides medical and dental care for some 13,000,000 veterans each year. Through its affiliation with medical and dental schools and other universities, the VA participates in the training of almost half of all medical school graduates and a substantial portion of the graduates in other health fields such as dentistry, nursing, dietetics, psychology, social work, and the rehabilitation therapies. Many VA hospitals are actively engaged in research activities in such fields as heart transplant, cancer, drug addiction, alcoholism, nutrition, nuclear medicine, sickle-cell anemia, geriatrics, and the behaviorial sciences.

Opportunities for employment are excellent for physicians, dentists, nurses, psychologists (Ph.D.), occupational therapists, and physical therapists. Opportunities are also good for social workers (MSW), medical technologists, pharmacists, dietitians, audiologists, speech pathologists, librarians, dental hygienists, and medical record librarians. A lesser need exists for nurse anesthetists, engineers, accountants, and corrective therapists.

In the VA, physicians, dentists, nurses, and nurse anesthetists are employed in a unique personnel system in which they enjoy the basic Federal benefits, but at the same time, benefit from their own flexible systems of pay, leave, and other personnel policies.

Regional Offices.—Fifty-eight regional offices assist veterans and their dependents in obtaining such far-ranging benefits as compensation and pension for disability or death, loan guaranty of home or business, job training, educational assistance under the "GI Bill," insurance, and other related services. A network of Veterans Assistance Centers supplemented by veteran representatives on college campuses bring word of these benefits directly to the veteran. Veterans claims examiners and contact representatives (veterans benefit counselors) offer the best job opportunities in these offices.

Data Processing Centers.—In order to carry out these programs more efficiently and effectively, the VA operates six data processing centers. A large portion of the equipment in these centers is of the "third generation" type with faster and larger memory capacity and far more operating versatility. Programmers and systems analysts account for most college-level hires in these centers.

National Cemetery System.—The VA is responsible for the administration of the National Cemetery System and the procurement and supply of government headstones. The System currently consists of 103 National Cemeteries, 21 Soldier's Lots, 2 Confederate Plots, 5 Confederate Cemeteries, 3 monument sites, and Government-owned plots in the Washington Parish Burial Grounds (Congressional Cemetery). These facilities are located in 40 States, Puerto Rico and the District of Columbia. There are a limited number of opportunities for cemetery superintendent trainees.

Central Office.—The responsibility for the development and implementation of policies needed to administer these programs rests in the agency's headquarters in Washington, D.C. Central Office is also charged with the responsibility for the VA's nationwide hospital construction program. Very good opportunities exist for engineers and architects.

Administrative Opportunities. — Several types of administrative trainee positions exist throughout the VA system in such fields as accounting, building management, supply, realty management, medical administration, personnel, and cemetery administration. Most of these positions are filled from the Civil Service Commission's list of candidates who have qualified in the Professional and Administrative Career Examination (PACE).

To apply or for additional information.— The Personnel Officer at any VA location has specific information about employment opportunities at that location, plus general information about employment opportunities at other VA locations. Personal visits as well as inquiries by telephone or letter are welcomed.

PART THREE

JOB BRIEFS BY COLLEGE MAJOR

This is a listing of the major fields of study which are considered valuable background for Government employment. Under each heading are a number of positions for which study in that field, or a pertinent specialization in that field, is particularly appropriate. This is just a representative sampling. Additional, related positions for which similar qualifications are required can be found by looking through the index (page 151). Individual job briefs should be consulted to determine the particular specialization of the college major which will qualify for appointment to those positions.

Any College Major

Administrative assistant
Alcohol and tobacco tax inspector
Alcohol, tobacco, and firearms special investigator
Budget officer
Budget analyst
Claims examiner
Computer specialist
Correctional officer
Criminal investigator
Customs inspector
Deputy U.S. marshal
Food program specialist
Immigration inspector
Import specialist
Industrial specialist
Intelligence research specialist
Internal security inspector
Investigator (General)
Management analyst
Museum curator
Narcotics agent
Personnel management specialist
Personnel staffing specialist
Public health program specialist
Public information specialist
Quality assurance specialist
Realty specialist
Revenue officer
Safety officer
Secret service agent
Supply management specialist
Tax law specialist
Veterans claims examiner
Writer and editor

Accounting

Accountant
Agricultural marketing specialist
Alcohol and tobacco tax inspector
Budget officer
Contract negotiator
Economist
Financial institution examiner
Industrial labor relations specialist
Internal revenue agent
Investigator (General)
Loan specialist
Special agent (IRS)
Supply management specialist
Tax law specialist
Traffic manager and traffic management specialist

Agriculture or Agricultural Services

Agricultural commodity grader
Agricultural management specialist
Agricultural marketing specialist
Agricultural market reporter
Animal husbandman
Entomologist
Hydrologist
Plant scientist (various branches)
Range conservationist
Realty specialist
Soil conservationist
Wildlife biologist

Anthropology (Social or Cultural)

Anthropologist
Sociologist

Archaeology

Anthropologist
Archaeologist
Park Ranger

Architecture

Architect and Marine architect
Realty specialist

Astronomy

Astronomer
Cartographer
Geodesist

Bacteriology

Microbiologist

Banking

Financial institution examiner
Investigator (General)
Loan specialist

Biology or Biological Sciences

Agricultural commodity grader
Agricultural management specialist
Animal husbandman
Biologist
Consumer safety inspector
Entomologist
Environmentalist
Fishery biologist
Geologist
Medical technologist
Microbiologist
Oceanographer
Park ranger
Pharmacologist
Physiologist
Plant scientist
Range conservationist
Statistician
Wildlife biologist
Zoologist

Botany

Entomologist
Forest products technologist
Hydrologist
Park Ranger
Plant scientist
Range conservationist
Wildlife biologist

Business Administration

Administrative assistant
Agricultural commodity grader
Agricultural marketing specialist
Alcohol and tobacco tax inspector
Budget analyst
Contract negotiator
Financial institution examiner
Industrial relations specialist
Industrial specialist
Investigator (General)
Loan specialist
Park Ranger
Personnel management specialist
Personnel staffing specialist
Printing and publications officer
Public health program specialist
Quality assurance specialist
Realty specialist
Revenue officer
Statistician
Supply management specialist
Tax law specialist
Traffic manager and traffic management specialist

Cartography

Cartographer

Chemistry

Agricultural commodity grader
Alcohol and tobacco tax inspector
Chemist
Compliance investigator
Consumer safety inspector
Fishery biologist
Forest products technologist
Geologist
Hydrologist
Medical technologist
Microbiologist
Oceanographer
Patent examiner
Pharmacologist
Quality assurance specialist

Commercial Art

Illustrat[illegible]
Printing and publication officer
Visual information specialist

Dentistry

Dentist

Dietetics

Dietitian

Dramatic Arts

Recreation specialist

Economics

Agricultural commodity grader
Agricultural marketing specialist
Agricultural market reporter
Alcohol and tobacco tax inspector
Archivist
Budget officer
Economist
Financial institution examiner
Historian
Industrial relations specialist
Investigator (General)
Loan specialist
Operations research analyst
Printing and publications officer
Revenue officer
Sociologist
Statistician
Supply management specialist
Tax law specialist
Traffic manager and traffic management specialist

Education

Educator
Recreation specialist
Sociologist
Statistician

Engineering

Alcohol and tobacco tax inspector
Cartographer
Engineer (various branches)
Environmentalist
Forest products technologist
Geodesist
Geologist
Hydrologist
Industrial specialist
Meteorologist
Oceanographer
Patent examiner
Quality assurance specialist
Realty specialist
Statistician

English

Printing and publications officer
Public information specialist
Writer-Editor

Entomology

Entomologist

Finance

Alcohol and tobacco tax inspector
Financial institution examiner
Industrial relations specialist
Investigator (General)
Loan specialist
Realty specialist
Revenue officer
Tax law specialist
Traffic manager and traffic management specialist

Fine Arts

Illustrator
Recreation specialist
Visual information specialist

Fish and Game Management

Fishery biologist
Park ranger
Range conservationist
Wildlife biologist

Food Technology

Agricultural commodity grader
Consumer safety inspector

Forestry

Cartographer
Forester
Forest products technologist
Park ranger
Realty specialist

Geodesy

- Cartographer
- Geodesist
- Meteorologist

Geography

- Cartographer
- Meteorologist
- Oceanographer
- Sociologist

Geology

- Cartographer
- Geologist
- Geophysicist
- Hydrologist
- Meteorologist
- Oceanographer
- Park ranger
- Range conservationist
- Realty specialist

Geophysics

- Cartographer
- Geodesist
- Geophysicist
- Meteorologist
- Oceanographer
- Physicist

History

- Archivist
- Historian
- Park ranger
- Sociologist

Home Economics

- Agricultural commodity grader
- Home economist

Hospital Administration

- Hospital administrative assistant
- Public health program specialist

Hydrology

- Hydrologist

Industrial Arts

- Recreation specialist

Industrial Management

- Administrative assistant
- Budget analyst
- Industrial relations specialist
- Industrial specialist
- Investigator (General)
- Printing and publications officer
- Quality assurance specialist
- Supply management specialist

International Law or International Relations

- Historian
- Sociologist

Landscape Architecture or Design

- Landscape architect

Languages (Modern)

- Translator analyst

Law

- Agricultural marketing specialist
- Alcohol and tobacco tax inspector
- Attorney
- Contract negotiator
- Criminal investigator
- Investigator (General)
- Loan specialist
- Realty specialist
- Revenue officer
- Special agent (IRS)
- Supply management specialist
- Tax law specialist

Library Science

- Librarian

Marketing

Agricultural commodity grader
Agricultural marketing specialist
Agricultural market reporter
Contract negotiator
Statistician
Supply management specialist

Mathematics

Agricultural marketing specialist
Astronomer
Cartographer
Chemist
Economist
Geodesist
Geologist
Geophysicist
Hydrologist
Mathematician
Meteorologist
Oceanographer
Operations research analyst
Statistician

Medical Illustration

Illustrator

Medical Record Library Science

Medical record librarian

Medical Technology

Medical technologist

Medicine

Medical officer (physician)
Pharmacologist

Metallurgy

Metallurgist
Quality assurance specialist

Meteorology

Cartographer
Hydrologist
Meteorologist
Oceanographer

Microbiology

Microbiologist

Music

Recreation specialist

Natural Sciences

Meteorologist
Oceanographer
Park ranger
Range conservationist

Nursing

Nurse

Occupational Therapy

Occupational therapist

Oceanography

Cartographer
Fishery biologist
Meteorologist
Oceanographer

Operations Research

Operations research analyst

Pharmacology

Pharmacologist

Pharmacy

Food and drug assistant
Pharmacist
Pharmacologist

Physical Education

Recreation specialist

Physical Sciences

Aerospace technologist
Biomedical engineer

- Cartographer
- Chemist
- Environmentalist
- Geophysicist
- Hydrologist
- Meteorologist
- Oceanographer
- Patent examiner
- Pharmacologist
- Physicist
- Statistician

Physical Therapy

- Physical therapist

Physics

- Alcohol and tobacco tax inspector
- Cartographer
- Consumer safety inspector
- Engineer
- Forest products technologist
- Geodesist
- Geologist
- Geophysicist
- Hydrologist
- Meteorologist
- Oceanographer
- Patent examiner
- Physicist
- Quality assurance specialist

Physiology

- Pharmacologist
- Physiologist

Police Administration or Law Enforcement

- Border patrol agent
- Criminal investigator
- Customs inspector
- Park ranger
- Special agent

Political Science

- Administrative assistant
- Archivist
- Budget officer
- Historian
- Industrial relations specialist
- Personnel management specialist
- Personnel staffing specialist
- Sociologist

Psychology

- Personnel management specialist
- Personnel staffing specialist
- Psychologist
- Public health program specialist
- Sociologist
- Statistician

Public Administration

- Archivist
- Administrative assistant
- Budget officer
- Industrial relations specialist
- Investigator (General)
- Personnel management specialist
- Personnel staffing specialist
- Public health program specialist
- Management analyst
- Community planner
- Hospital management specialist

Radio and Television Management

- Recreation specialist

Range Management

- Range conservationist

Recreation

- Recreation specialist

Social Sciences

- Investigator (General)
- Park ranger
- Personnel management specialist
- Personnel staffing specialist
- Realty specialist
- Sociologist
- Statistician

Social Welfare

Social work associate
Social worker
Sociologist

Sociology

Archivist
Personnel management specialist
Public health program specialist
Recreation specialist
Sociologist
Statistician

Speech

Speech pathologist and audiologist

Statistics

Agricultural marketing specialist
Economist
Loan specialist
Operations research analyst
Sociologist
Statistician
Supply management specialist
Traffic manager and traffic management specialist

Technology or Technical Curricula

Forest products technologist
Patent examiner
Quality assurance specialist

Transportation

Traffic manager and traffic management specialist

Veterinary Medicine

Pharmacologist
Veterinary medical officer

Visual Communications

Public information specialist
Visual information specialist

Zoology

Entomologist
Fishery biologist
Physiologist
Range conservationist
Wildlife biologist
Zoologist

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